

DSC Pamphlet 55-2

DEPARTMENT OF THE ARMY
 Military Traffic Management Command
 Deployment Support Command
 Fort Eustis, Virginia 23604

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Transportation and Travel
 PORT COMMANDER'S GUIDEBOOK

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(MTDC-CIP)

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Distribution:
SPECIAL

Chapter 1

INTRODUCTION

1-1 Purpose

a. This guidebook is designed to be used by MTMC DSC Port Commanders as a desktop reference containing information critical to terminal operations and management. Each chapter contains an overview of topics, as well as references, where applicable, to assist in obtaining further information.

b. The information in this book (to include Internet addresses) is accurate as of the publication date. If you have any questions, you may wish to consult with appropriate POC listed in each section.

1-2 Applicability – see purpose

1-3 References - Required and related publications, Internet sites, and/or phone numbers are listed within each chapter. In order to access the web sites (which appear either in blue font or underlined), you will need:

a. Adobe Acrobat ® installed on your computer. Consult with your local IM representative if you need this installed on your computer.

b. An individual “mil” address. This may be required if you receive a “HTTP Error” when double clicking the web address. Please consult with your local Information Management POC for more information.

Most on-line Service and DOD publications and forms can be accessed at www.transchool.eustis.army.mil under the research and publications selection.

1-4 Explanation of Abbreviations - Abbreviations used in this guidebook are explained in appendix C, Acronyms.

1-5. Policy - see purpose

1-6. Responsibilities:

a. The MTMC DSC Deputy Chief of Staff of Information Management will:

(1) Serve as the central point of contact for publishing and updating this guidebook. POC is Ms. Susan Gentile, Publications Control Officer, gentiles@mtmc.army.mil.

(2) Request and receive comments and recommended additions and deletions in accordance with AR 25-30, dated June 99.

(3) Publish and disseminate periodic updates as required.

b. MTMC Port Commanders, MTMC Deputy Chief of Staffs, and Chiefs of Separate Staff Offices will:

(1) Provide comments and suggestions to improve and/or update information within the guidebook.

(2) Disseminate to subordinates, as appropriate, to assist in the understanding of port operations/management.

Chapter 2

MISSION STATEMENTS

2-1. References:

- a. MTMC Regulation 10-3, Organization and Functions, Military Traffic Management Command (MTMC) Field Operating Activity (FOA), (July 99).
- b. MTMC DSC Regulation 10-1, Organization, Mission and Functions, (1 Oct 98).
- c. 598th Transportation Terminal Group Regulation 10-1 (April 1995)
- d. 599th Transportation Terminal Group Regulation 10-1 (October 1998)

2-2 United States Transportation Command

To provide air, land and sea transportation for the Department of Defense, both in time of peace and war. (<http://www.transcom.safb.af.mil>)

2-3 Headquarters, Military Traffic Management Command

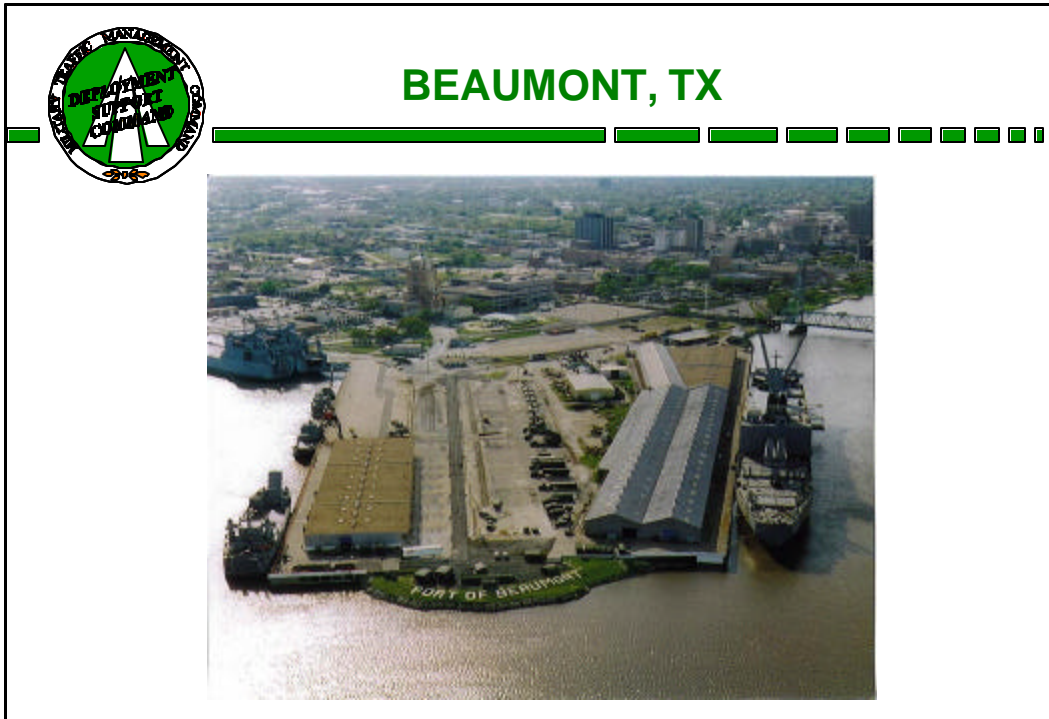
As USTRANSCOM Army Component Command, MTMC shall provide DOD worldwide single port management, transportation, traffic management services; deployment planning and engineering; and 21st century technologies. (<http://www.mtmc.army.mil>)

2-4 Deployment Support Command

Synchronize Defense Transportation System surface cargo movements and provide traffic management and Single Port management for the Department of Defense in peace and crisis. Be prepared to deploy military personnel and Emergency-Essential Civilians OCONUS.

2-5 Generic Terminal Mission Statement

Plan, coordinate and accomplish the expeditious movement and documentation of DOD-sponsored cargo, Foreign Military Sales (FMS), humanitarian assistance, ammunition/dangerous cargo, and privately owned vehicles (POVs), as appropriate, through military terminals and commercial facilities within each terminal's specified area of responsibility (AOR). Provide support to MTMC reserve training and other DOD transportation activities as appropriate. Note to the reader: In addition to the photos below, other terminal photos are available at the DSC Internet site under the Multimedia Library Selection. (<http://dsc16/dsc-Internet>)

2-6 596th Transportation Group (Beaumont)

Synchronize Defense Transportation System surface cargo movements and provide Traffic Management and Single Port management for the Department of Defense in peace and crisis. Plan, coordinate and accomplish the expeditious and economical movement and documentation of DOD sponsored cargo through terminals and facilities in Texas and the U.S. Gulf Coast states of Louisiana, Mississippi, Alabama, and western Florida. Deploy/Redeploy U.S. Forces as assigned by Commander, MTMC DSC. Advise and assist wartraced Reserve Units as assigned by Commander, MTMC DSC. Participate in JCS exercises. Be prepared to deploy military personnel and Emergency-Essential Civilians OCONUS.

2-7 832nd Transportation Battalion (Puerto Rico)

Synchronize Defense Transportation System surface cargo movements. Plan, coordinate and accomplish the expeditious and economical movement and documentation of DOD sponsored cargo through terminals and facilities in Latin America and the Caribbean. Provide Single Port Management and Traffic Management in peace and crisis. Monitor contractor performance related to Stevedore and Related Terminal Service Contract, Basic Ordering Agreements, Ocean Carriers and Motor Carriers. Advise and assist wartraced Reserve Units as assigned by Commander, MTMC DSC. Participate in JCS exercises. Deploy/ redeploy forces as directed by Commander, MTMC DSC. Provide CINCSOUTH a single point of contact for all movements within the SOUTHCOM AOR.

2-8 833rd Transportation Battalion (Seattle)

Synchronize Defense Transportation System surface cargo movements and provide Traffic Management and Single Port management for the Department of Defense in peace and crisis. Plan, coordinate and accomplish the expeditious and economical movement and documentation of DOD sponsored cargo through terminals and facilities in the Pacific Northwest and Alaska. Deploy/Redeploy U.S. Forces as assigned by Commander, MTMC DSC. Advise and assist wartraced Reserve Units as assigned by Commander, MTMC DSC. Participate in JCS exercises. Be prepared to deploy military personnel and Emergency-Essential Civilians OCONUS. Provide Command and Control of the Alaska Detachment.

2-9 956th Transportation Company (Anchorage)

Synchronize Defense Transportation System surface cargo movements and provide Traffic Management and Single Port management for the Department of Defense in peace and crisis. Plan, coordinate and accomplish the expeditious and economical movement and documentation of DOD sponsored cargo through terminals and facilities in Alaska. Deploy/Redeploy U.S. Forces as assigned by Commander, MTMC DSC. Advise and assist wartraced Reserve Units as assigned by Commander, MTMC DSC. Participate in JCS exercises. Be prepared to deploy military personnel and Emergency-Essential Civilians.

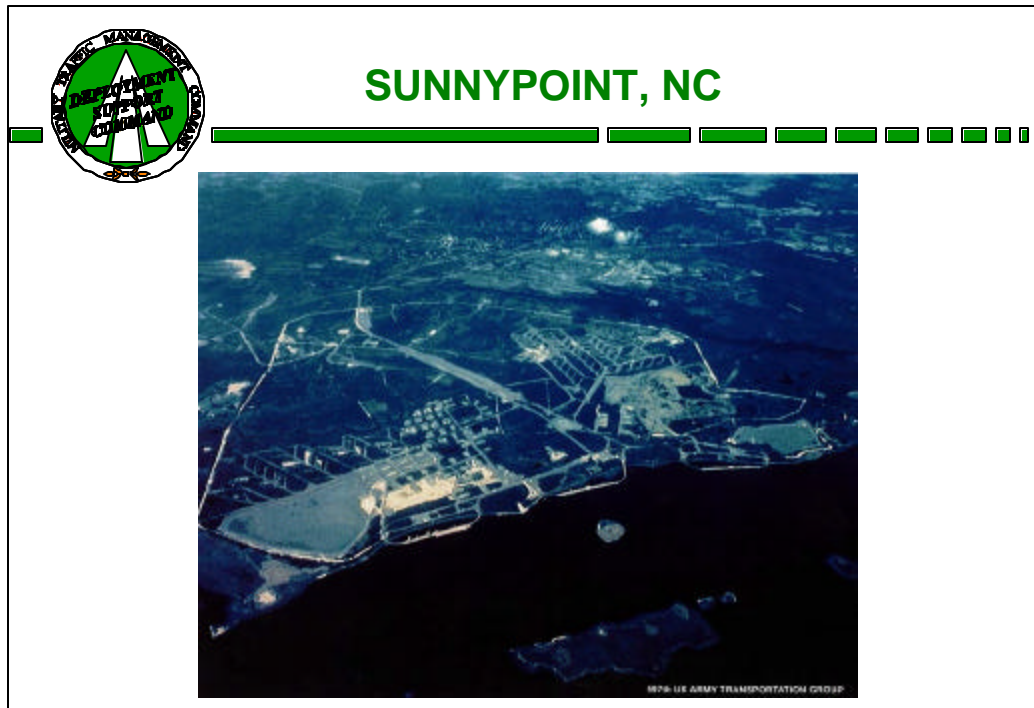
2-10 834th Transportation Battalion (Concord)



Synchronize Defense Transportation System surface cargo movements and provide traffic management and single port management for the Department of Defense in peace and crisis. Plan, coordinate and accomplish the expeditious and economical movement and documentation of Defense Transportation System surface cargo through terminals in Long Beach, Oakland, Port Hueneme and San Diego, California. Provide operational and caretaker oversight of the Military Ocean Terminal Concord, California (MOTCO) – an ammunition transshipment port which will be maintained in a reduced operational status for exercises and contingencies. Deploy/redeploy U.S. forces and advise and assist wartraced Reserve units as assigned by Commander, MTMC DSC. Participate in Joint Chiefs of Staff and USTRANSCOM sponsored exercises. Be prepared to deploy military personnel and emergency-essential civilians OCONUS.

2-11 Military Ocean Terminal Concord – (MOTCO)

Synchronize the Defense Transportation System (DTS) surface movement of ammunition and other dangerous cargoes through the Military Ocean Terminal (MOTCO) as required to support wartime strategic mobility facilities within the MOTCO AOR. Provide traffic management and single port management during crisis/emergency operations. Participate as required in JCS sponsored/coordinated exercises. Advise and assist wartraced reserve units as assigned.

2-12 597th Transportation Group (Sunny Point, N.C.)

Synchronize Defense Transportation System surface cargo movements and provide Traffic Management and Single Port management for the Department of Defense in peace and crisis. Plan, coordinate and accomplish the expeditious and economical movement and documentation of ammunition, other dangerous cargo, DOD sponsored cargo and prepositioning cargo through the Military Ocean Terminal, Sunny Point and DOD sponsored cargo through terminals and facilities in Wilmington and Morehead City, North Carolina. Deploy/Redeploy U.S. Forces as assigned by Commander, MTMC DSC. Advise and assist wartraced Reserve Units as assigned by Commander, MTMC DSC. Participate in JCS exercises. Be prepared to deploy military personnel and Emergency-Essential Civilians OCONUS. Provide Operational Control for the Military Ocean Terminal, Norfolk.

2-13 841st Transportation Battalion (Charleston)

Synchronize Defense Transportation System surface cargo movements and provide Traffic Management and Single Port management for the Department of Defense in peace and crisis. Plan, coordinate and accomplish the expeditious and economical movement and documentation of DOD sponsored cargo and prepositioning cargo through terminals and facilities within assigned area of responsibility. Monitor contractor performance related to operating a Vehicle Processing Center within assigned area of responsibility. Deploy/Redeploy U.S. Forces as assigned by Commander, MTMC DSC. Advice and assist wartraced Reserve Units as assigned by Commander, MTMC DSC. Participate in JCS exercises. Be prepared to deploy military personnel and Emergency Essential Civilians OCONUS. Provide Command and Control of the 954th Trans Co (Cape Canaveral).

2-14 954th Transportation Company (Cape Canaveral)



Synchronize Defense Transportation System surface cargo movements and provide Traffic Management and Single Port management for the Department of Defense in peace and crisis. Plan, coordinate and accomplish the expeditious and economical movement and documentation of DOD sponsored cargo and prepositioning cargo through terminals and facilities within assigned area of responsibility. Support the NASA Space Shuttle Contingency Plan. Deploy/Redeploy U.S. Forces as assigned by Commander, MTMC DSC. Advise and assist wartraced Reserve Units as assigned by Commander, MTMC DSC. Participate in JCS exercises. Be prepared to deploy military personnel and Emergency-Essential Civilians OCONUS.

2-15 Military Ocean Terminal, Norfolk

Synchronize Defense Transportation System surface cargo movements and provide Traffic Management and Single Port management for the Department of Defense in peace and crisis. Plan, coordinate and accomplish the expeditious and economical movement and documentation of DOD-sponsored cargo through terminals and facilities within assigned AOR as directed. Operate the East Coast Container Freight Station.

2-16 842nd Transportation Battalion (FT Monmouth, NJ)



Synchronize Defense Transportation System surface cargo movements and provide Traffic Management and Single Port management for the Department of Defense in peace and crisis. Plan, coordinate and accomplish the expeditious and economical movement and documentation of DOD-sponsored cargo through terminals and facilities within assigned area of responsibility. Accomplish the expeditious movement of Household Goods to Contractors' facilities within assigned area of responsibility. Deploy/Redeploy U.S. Forces as assigned by Commander, MTMC DSC. Advise and assist wartraced Reserve Units as assigned by MTMC Commander, DSC. Participate in JCS exercises. Be prepared to deploy military personnel and Emergency-Essential Civilians OCONUS.

2-17 MTMC Aligned Reserve Units.

a. **Port Security Companies/Detachments (PSC/PSD):** Provide physical security services at MTMC port facilities for equipment and ammunition, both in transit and in storage, through CONUS and OCONUS ports.

b. **Deployment Support Brigades (DSB):** Plan and assist in the execution of the staging and outloading of organic unit equipment and vehicles for deploying units at the moving unit's installation or origin. The DSBs will normally deploy movement teams to operate at Department of Defense (DOD) installations or power projection platforms and power support platforms in CONUS as directed by Commander of MTMCDSC.

c. **Transportation Terminal Brigades (TTBde)/Transportation Terminal Battalions (TTBn):** Plan and operate water terminals for the movement of DOD cargo, unit equipment, resupply and retrograde shipments through MTMC ports in CONUS.

d. **Transportation Rail Operating Battalion (TROBn):** Support railway terminal operations, train operations, and maintenance-of-railway functions within the installation, and related platforms of deployment/redeployment.

2-18 Alignment of MTMC Reserve Units. To accomplish the generic mission statement, the Reserve units are aligned as follows:

UNIT PORT/INSTALLATION (Homestation)

1173D TTBn	Savannah, GA, Long Beach, CA, Port Hueneme, CA (Brockton, MA)
1174TH TTBn	Hampton Roads, VA (Ft Totten, NY)
1176TH TTBde	Howland Hook, NY (Baltimore, MD)
1179TH DSB	DOD installations or power projection platforms in CONUS. Initial support to Ft. Stewart/Benning Ft. Bragg, Ft. Drum, Ft. Eustis and Ft. Dix (Ft Hamilton, NY)
1181ST TTBn	Jacksonville, FL, San Diego, CA (Meridian, MS)
1182D TTBn	Charleston, SC (Charleston, SC)
1184TH TTBn	Beaumont, TX (Mobile, AL)
1185TH TTBde	Wilmington, NC (Lancaster, PA)
1186TH TTBde	Jacksonville, FL (Jacksonville, FL)
1188TH TTBn	Sunny Point and Morehead City, NC (Decatur, GA)
1189TH TTBde	Savannah, GA (Charleston, SC)
1190TH DSB	DOD installations or power projection platforms in CONUS (Baton Rouge, LA)
1192ND TTBde	Corpus Christi, TX (New Orleans, LA)
1205TH TROB	Sunny Point, NC (Middletown, CT)
1302D PSD	Jacksonville, FL (Orangeburg, NY)
1394TH DSB	DOD installations or power projection platforms in CONUS (Camp Pendleton, CA)
1395TH TTBde	Tacoma and Port Hadlock, WA (Seattle, WA)
1397TH TTBn	Oakland and Concord, CA (Oakland, CA)
4249TH PSC	Sunny Point, NC (Pocahontas, IA)
6632ND PSC	Oakland and Concord, CA (Irvine, CA)

2-19 Points of Contact: - For Mission Statement issues - Ms. Beth Taraba, tarabab@mtmc.army.mil, (757) 878-8314. For Reserve Affairs issues - Ms. Edie Moore, mooree@mtmc.army.mil, (757) 878-8759.

Chapter 3

MSC AND INTRA-MTMC INTERFACES

3-1 General: A customer's requirement (sustainment or deployment) flows through many offices before the cargo arrives at the port. While the role of each office may be fluid, the overall goal remains the same – ensuring the cargo arrives at your terminal on time, in the right condition, with the right paperwork.

3-2 Sustainment (non-Deployment) Moves:

a. Shipper submits an Export Traffic Release Request (ETRR) to the DSC's **Ocean Cargo Division (OCD)**. The OCD is responsible for obtaining regularly scheduled commercial shipping (through the Integrated Booking System) that will meet the customer's RDD (Required Delivery Date). OCD may even obtain a rate lower than the published tariff (via a One Time Only negotiation).

b. If service is not available, and (through talking to **Military Sealift Command's Program Manager 5 Office**) MSC can NOT meet the request without activating or chartering a vessel, then OCD passes the request to the Joint Traffic Management Office.

c. **Joint Traffic Management Office** – the JTMO has two primary missions with terminal commanders: <http://144.100.189.37/jtmo/index.htm>

(1) Vessel contracts – (continuing w/ the example above), once the OCD passes the requirement to the JTMO, JTMO would solicit commercial bids. This is a two-step process:

(2) Market survey – these are issued to determine if any commercial interest exists. If the commercial carriers do not express interest, then the JTMO will pass this action to MSC. MSC would then begin the process of activating a Ready Reserve Fleet vessel.

(a) Request for proposal (RFP) – if commercial carriers express interest, the JTMO would issue a RFP (a formal contract solicitation). If a contractor were found ready, willing, and able to meet the terms and conditions of the contract, then the JTMO would make the contract award.

(b) Container leasing – manager and leasing agent for general and ammo containers.

3-3. Unit Deployment Moves - The process is similar to sustainment moves with one major exception – the involvement of the **DSC Operations Center**. The DSC Ops Center is the customer's (unit movement officer's) main point of contact. The Operations Center action officer:

- a. Assists in the transportation acquisition process
- b. Transmits cargo data into WPS upon ship selection
- c. Issues Port Call message (official message authorizing unit to send cargo to terminal during a specific timeframe).

For more information, see Appendix P – Unit Moves.

3-4 Special Note about Military Sealift Command: (www.msc.navy.mil) MTMC and MSC interface constantly to ensure smooth terminal operations. A few examples are listed below (your local MSC representative is your best source for MSC information):

- a. MSC provides DSC's Ocean Cargo Division and terminals with vessel schedules and docking information for MSC controlled vessels.
- b. MTMC is responsible for providing vessel stow plans, for MSC controlled vessels.
- c. MSC will notify the terminal regarding requirement for line handlers.
- d. MSC will notify the terminal regarding the arrangement of labor for loading ship's stores.
- e. MSC will participate in daily vessel operations meetings, once a ship is scheduled to be worked by a MTMC terminal.
- f. MSC will initiate request for overtime for vessel loading or discharge operations and provide the information to MTMC for MTMC's review and action.

3-5 Operations Point of Contact - Mr. Ritchie Starke @ (757) 878-8607 or starker@mtmc.army.mil

Chapter 4

OTHER INTERFACES

4-1. General:

a. A port commander will deal with many organizations to achieve the mission. Your primary conduits are your Operations or Traffic Management Officers. They are familiar with the below agencies as well as the local POCs.

b. Written agreements between Federal Agencies are referred to as Memorandums of Understanding (MOUs) and Memorandums of Agreements (MOAs). A complete list of MOUs and MOAs involving MTMC can be found on the HQ MTMC Intranet site at <http://144.101.11.4/fallschurch/welcome/index-welc.htm>, and selecting “Bulletin Board” and then “MOU/MOA/IAA File Listing.” MOUs with the USMC, FORSCOM, and the USCG can be found at Appendixes J through L respectively.

4-2. Port Authority: www.seaportsinfo.com (seaports menu)

a. The local port authority acts as the Federal port controller (see **MARAD** section below), and is an active member of the **Port Readiness Committee**. The PRC prepares various Memorandums of Understanding (MOUs) and coordinates Port Planning Orders (PPOs) requirements outlining the responsibilities of local, state and federal agencies during military deployments

b. As part of a new terminal commander’s 30-day indoctrination period, the Commander (CDR) should become familiar with the terminal’s coordination and training requirements associated with supporting local Port Planning Order(s).

4-3. United States Maritime Administration (MARAD): www.marad.dot.gov

a. The Maritime Administration is an agency within the Department of Transportation. MARAD’s goal is to develop, promote, and maintain a strong and efficient American merchant marine that is capable of serving the nation’s shipping needs for domestic and international waterborne commerce and national defense.

b. MARAD is responsible for publishing the Port Emergency Operations Handbook for Federal Port Controllers. This handbook outlines the Federal Port Control System that requires MARAD to notify Federal Port Controllers (port authorities) to activate Port Planning Orders. As of this writing, the Publication is not on the Internet.

c. MARAD is responsible for negotiating and establishing Port Planning Orders (PPOs) to support PPO requirements submitted by MTMC.

d. MARAD is also an active player on Port Readiness Committees.

4-4 United States Customs Service (USCS): www.customs.ustreas.gov

a. The process for clearing imported cargo through Customs may differ slightly at each port. Regardless, **ALL** imported cargo requires customs clearance.

b. Although Custom's primary mission is to clear imported cargo, USCS must also determine which imported shipments will be placed in Agriculture Hold based on the individual customs office criteria. The Customs House will notify the Department of Agriculture and the terminal of these shipments. Customs will notify the terminal once the Department of Agriculture (USDA) clears the shipment.

4-5. United States Department of Agriculture: www.usda.gov

Re: 7 CFR part 330 Federal Plant & Pest Regulation

The USDA ensures that all cargo entering the U.S. is clean and free of foreign soil. The two acceptable cleaning methods are known as Steam Clean and Power Clean. For large OCONUS exercises, the USDA will normally send advisors on-location to inspect this procedure before loading commences. POC for OCONUS inspections is Mr. David Reeves at (301) 734-8295.

4-6. United States Coast Guard (USCG): www.uscg.mil

Re: (Title 49 Code of Federal Regulations: <http://www4.law.cornell.edu/cfr/49cfr.htm>)

a. U.S. Coast Guard is responsible for the safety and security of U.S. ports. Coast Guard personnel: ensure compliance with all U.S. statutes and international agreements, regulate the safe movement of hazardous cargoes aboard U.S. and foreign vessels operating in U.S. waters, monitor the transfer of dangerous cargoes, supervise the loading and stowage of military and commercial explosives, inspect waterfront facilities, control vessel anchorage, and oversee a variety of related port safety and security responsibilities.

b. Examples where a terminal commander would interface with the Coast Guard include: notifying the UCCG rep prior the load/discharge of HAZMAT, querying the USCG rep on HAZMAT stowage issues, requesting a waiver to ship munitions through commercial terminals. Additionally, your local USCG representative chairs the Port Readiness Committee.

4-7 United States Army Corps of Engineers: www.usace.army.mil

The Corps of Engineers is responsible for maintaining the authorized depths of shipping channels in the port. Without appropriate depths, vessels may not be able to berth at the terminal.

4-8 Defense Movement Coordinators

Re: Directory of Highway Permit and MOBCON Officials, April 1996

Convoys departing to, or arriving from, your terminal must be coordinated with many agencies. Though the responsibility lies with the deploying or redeploying movement officer, you may be dealing with the Defense Movement Coordinators. As the name implies, these Coordinators coordinate the movement of convoys either originating or arriving at your terminal. Each state's POC is listed in the regulation. For further information, contact the DSC Special Commodities Section. As of the writing, the Directory is not on the Internet.

4-9 DSC Special Commodities Branch

Re: DOD 45009-R, Defense Transportation Regulation (DTR), Part III, Mobility
<http://web7.whs.osd.mil> (publications selection)

All DOD movements exceeding legal limits or creating unusual hazards shall be made over public highways with prior permission from State officials. States have complete authority over their public roadways in both wartime & peacetime. Please contact the DSC Special Commodities Branch at (757) 878-8671 or 7467 for more information.

4-10 Customers. Customers are defined as any recipient of output from a work unit. With this definition, all work groups have customers. Work groups, such as terminals, that perform the core functions of MTMC have numerous external customers. The terminal commander should identify the terminal's ten major customers (i.e. military units, depots), and, as time allows, schedule customer service/liaison visits to their locations. Customer interface provides the opportunity for the Terminal Commander to understand the customer's unique needs and for the customer to comprehend the requirements of the terminal.

4-11 DSC Operations Point of Contact - Mr. Ritchie Starke, starker@mtmc.army.mil, DSN 927-8609.

Chapter 5

TRANSPORTATION INFORMATION SYSTEMS

5-1 General: A Port Commander needs to become familiar with many information systems that assist in the movement of freight/cargo and the operations of a port. The most critical will be discussed in this chapter. Additional information on select systems can be obtained on the DSC Intranet page at <http://144.105.16.47/dsc-intranet/>, then selecting “Bulletin Board” and “Transportation Systems.”

5-2 CONUS Freight Management (CFM) System

a. Reference: Project Manager, (703) 696-8762, DSN 761

b. Description.

(1) A DoD-wide central traffic management system for domestic freight movement. The automated integrated system supports many aspects of DoD traffic management requirements. CFM also provides worldwide Transportation Freight Guide information as well as the capability of submitting a Transportation Discrepancy Report worldwide.

(2) The system processes at CFM Host, HQ MTMC with on-line capabilities from Ft. Eustis and DoD ITOs. CFM has a web interface (<https://eta.mtmc.army.mil/>) into their host as part of the MTMC ETA (electronic transfer acquisition) web page.

(3) Transportation offices process shipment requests and obtain required costing information from CFM Host mainframe computer system located at HQ MTMC. On-line screens are provided to DSC technicians to obtain rating and ranking data for Installation Transportation Officers (ITO's). The carriers submit Voluntary Traffic tenders into the System via Electronic Data Interchange (EDI). Guaranteed Traffic tenders are submitted via the worldwide web to CFM. An Automated Route Order Number is assigned and carrier performance is accessible via CFM database.

(4) Development of the CONUS Freight Management (CFM) System began in 1989, and has undergone several technological evolutions since then. However, each evolution was based on the client-server model. Beginning in 1997 CFM began development of a suite of applications to augment the legacy system with a web-based n-tiered architecture that is intended to ultimately supplant the legacy architecture. CFM has released as part of the Electronic Transportation Acquisition (ETA) the following products to the web: Freight Acquisition Shipping Tool (FAST), SpotBid, Transportation Discrepancy Reports (TDR) Management Reports, and TDR Forms, Carrier Added Value Suite (CAVS) which is a suite of carrier web applications, Transportation Facilities Guide (TFG), and GT Bid Submission for carrier to submit GT Bids via the web, Carrier Management Service (CMS). CFM, as their part in the MRM 15 initiatives, has completed their interface with US Bank “Power Track”. Future interfaces include Integrated Booking System (IBS) and Transportation Coordinator Automated Information Management System II (TCAIMS II). We are presently rolling out the ETA web products

with the goal of turning off the CFM field module system in the next year. Another initiative requested of CFM is the Small Package Express module, which will allow the shippers to select transportation services from companies such as Federal Express, etc.

5-3 Worldwide Port System (WPS)

- a. Reference: Project Manager, (703) 681- 7884
- b. Description.

(1) The Worldwide Port System (WPS) is the cargo documentation system in use by all MTMC-managed water port facilities throughout the world. WPS is comprised of two main systems, the Centralized Regional Database (CRDB) and the Terminal Worldwide Port Systems. Both the centralized database and area hubs are located at Falls Church. The DSC hubs service all terminals and provide support to the deployable WPS Carry Away Systems, which are operated by Army Reserve units. The WPS Carry Away Systems can be deployed to any remote location and can provide real time documentation of equipment movement from any area of the world. WPS has been fielded to 62 Army and 15 Navy units at this time. WPS has proven to be one of the Port commander's most valuable management resources. WPS is a database system filled with information related to cargo, its disposition and location. It is a LAN-Based automated information system designed to provide cargo management and accountability to water port & regional commanders while providing Intransit Visibility (via the Global Transportation Network) to higher echelons.

(2) The WPS system accounts for and tracks the movement of all cargo through their facility, including services provided by contractor personnel, from receipt of cargo at the port to the final lifting of the cargo aboard a vessel; generates contractor payment through the Financial Management System (FMS); provides Port Commanders with a wide range of standard reports; and provides the ability to prepare customized reports using an ad hoc report generator.

5-4 Transportation Operational Personal Property System (TOPS).

- a. Reference: Project Manager, (703) 681-9114
- b. Description.

(1) An automated system that standardizes the base-level processes and procedures for the movement of personal property for military members of all four services, the Coast Guard, and Department of Defense civilians. The system is fielded to 335 sites worldwide (235 CONUS, 100 OCONUS) Personal Property Offices.

(2) TOPS provides easy data exchange of pertinent personal property shipment and other related data between ITOs and MTMC. The system eliminates data redundancy and facilitates the electronic transfer of personal property data from origin to destination transportation offices.

(3) TOPS functionality includes counseling the service member or employee concerning entitlements and movement options, carrier selection, and contracting for packing, storage, transportation, or other services.

(4) TOPS processes conclude with delivery at destination, completion of quality assurance documentation, transmission of functional program management historical data to the Military Traffic Management Command, and inputs to the Defense Finance and Accounting Service finance system to permit payment to contractors.

5-5 TOPS-History (TOPSH).

a. Reference: Project Manager, (703) 681-6164.

b. Description.

(1) An automated integrated database system that supports traffic management and policy decisions regarding efficiency, adequacy, and economy of the DoD Household Goods Movement and Storage Program. The system processes at HQ, MTMC, Falls Church, VA with file transfer protocol (ftp) access provided to armed forces Service Finance Centers, Personal Property Shipping and Service Claim Offices.

(2) TOPSH input data is received from TOPS sites worldwide, paid GBL information from DFAS-IN, paid GBL information from other services finance centers, claims data from services claims offices, domestic and international carriers, and performance actions. Input data is received daily from TOPS sites and DFAS-IN and monthly from the service finance centers and claims offices via FTP. After data validation, seven database tables are updated. TOPSH produces quarterly reports for the Public File, and ad hoc requests. Personal Property Movement Reports are generated for MTMC program managers, DoD, military services and other agencies. Data files, in the format of EDI 858 transactions, are generated for DFAS-IN and FACTS daily, Monday through Friday. Data files are generated for Defense Manpower Data Center (DMDC) on a monthly basis. Data files are generated for Dept of Justice, GSA and GAO upon request.

5-6 Transportation Coordinators' Automated Information for Movement Systems II (TC AIMS II).

a. Reference: Joint Project Manager, (703) 923-1026 or 806-0561

b. Description.

(1) TC-AIMS II is a top down directed program aimed at addressing critical shortfalls in the transportation of materiel and personnel, in support of Department of Defense (DoD) operations. Downsizing trends within DoD have created a profound reduction in the strength and number of pre-

positioned forces worldwide. As a result, DoD depends more than ever on rapid and effective force deployments to accomplish US defense objectives. To achieve these goals, the DoD will rely on Automated Information Systems (AISs) capable of operating within a leaner infrastructure. The DoD must modernize, standardize and reengineer the AISs that support the Defense Transportation System (DTS). TC-AIMS II emerged as the result of this process.

TC-AIMS II combines the best of the current systems into a single AIS capable of meeting both multiple and individual Service requirements. The Joint Staff has instructed the Army to make TC-AIMS II version 3.01 available for fielding by June 2000.

(2) TC-AIMS II will provide an integrated information transportation system capability for routine deployment, sustainment, and redeployment/retrograde operations by employing the same DoD and Service shipment policies and procedures in peace and war and in both the active and reserve forces. This system must be integrated with unit, installation, and depot-level supply systems to manage inbound and outbound movement, documentation and requisition information. TC-AIMS II will be capable of supporting routine and surge requirements and must automate origin shipping/receiving and deployment: sustainment and redeployment/retrograde processes; produce movement documentation, unit move data; and furnish timely information to major commands (MAJCOMs/MACOMS), transportation component commands, United States Transportation Command (USTRANSCOM), and the Joint deployment community. As a DoD source movement information system, TC-AIMS II must provide data for In-Transit Visibility (ITV) and control over cargo and passenger movement.

(3) TC-AIMS II main objectives are to:

- (a) Enhance and improve the efficiency and effectiveness of DTS.
- (b) Support planning for, deploying, and redeploying of combat and combat support forces in execution of US defense missions
- (c) Enhance coordination, control, and management of force deployments, including improving In-Transit Visibility/Total Asset Visibility (ITV/TAV)
- (d) Improve efficiency and eliminate automated support duplication for day-to-day transportation operations for receiving, controlling, and shipping of cargo and passengers
- (e) Improve and expedite unit movements and Transportation Operating Agency (TOA) actions, and provide a source of timely and accurate deployment information for use at all Joint Deployment Community's (JDCs) command levels
- (f) Automate the process of planning, organization, coordinating and overall unit related deployment activities supporting the overall deployment process
- (g) Generate generic terms for computer hardware and software procedures, and other systems to be used by transportation coordinators throughout the joint deployment community

(h) Support the military services in planning, executing, managing, and reporting of the movement-related aspects of the deployment, sustainment, and redeployment activities

(i) Facilitate the movement of personnel, equipment, and supplies during peace and war, and provide visibility data of those forces from base to foxhole

(j) Be service-configurable to meet the needs of different organizational levels and business processes, for example customized screens

(k) Processing, tracking, and reporting of data will be available to decision-makers at various command levels

(l) Unit movement, installation transportation, and load planning functionality will be accessible from a single client platform at the installation level.

(m) Improve capabilities at the installation level, along with automated communications channels to the Major Commands (MAJCOMs and MACOMs) of the Services and JDCs, improve response times and provide more accurate and timely C2 information, thus improving the U.S. strategic posture

(n) Support the Standalone system configuration. This configuration supports users without network connectivity or only occasional network connectivity. TC-AIMS II application and database are located on the same machine

(o) Support the Client/Server system configuration. This configuration supports installations with network connectivity, in either garrison or deployed mode

(p) Provide a consolidated source of technical and reference data, Joint Data Library (JDL), to carry out movement functions. The JDL will receive data from a variety of sources and transmission media and/or formats

(q) Provide multimedia training for TC-AIMS II version 3.0. The multimedia training software will be on separate CD-ROM disks.

5-7 Carrier Analysis and Rate Evaluation System (CARE II)

a. Reference: Project Manager, (703) 681-6400

b. Description.

(1) CARE II is an automated system, which supports the Joint Traffic Management Office's Contracting Division in the solicitation, evaluation, award and publication of Ocean Rates. It is

the source for all rates and contract information that is passed to the Requirements Forecasting and Rate Evaluation Module of the Integrated Booking System (RF-RAM.) CARE II also has a standalone module that is downloaded from the Internet to the ocean carrier sites for their use in providing the government with their proposed rates and services.

(2) CARE II accepts contract requirements data from RF-RAM. The system provides on-line queries and update processes. CARE II provides RF-RAM and the Certification of Cargo Accrual and Reconciliation System (CARS) with all contract and rate data.

5-8 Requirements Forecasting and Rate Evaluation Module of the Integrated Booking System (RF-RAM).

a. Reference: Project Manager, (703) 681-6400

b. Description.

(1) RF-RAM is a subsystem of the Integrated Booking System (IBS), which encompasses the development of contract sealift requirements forecasting for intermodal moves for cargo being moved internationally and the distribution of contract and rate data to IBS. RF-RAM extracts data from the Worldwide Port System (WPS) Historical database for use as the baseline for the contract requirements. It also receives contract and rate data from CARE II and mileage information from the Defense Table of Official Distances (DTOD).

(2) RF-RAM provides CARE II with the contract requirement data. It provides IBS with contract and rate data. It also provides DTOD mileage data to both CARE II and IBS.

5-9 MTMC Judge Advocate Case Log (JALOG). A log application that provides status, actions taken and historical data on legislative items and court cases related to MTMC transportation functions.

5-10 Automatic Identification Technologies (AIT).

a. Reference: POC, (703) 681-5702

b. Description: AIT is not a system but rather an enabling technology that provides accurate source data and rapid data capture/uptake into our automated information systems, which in turn feed GTN for intransit visibility. MTMC is proceeding with linear and two-dimensional barcode technology, linked by wireless networking (Radio Frequency Data Communication (RFDC)) and Radio Frequency Identification (RFID) in our water ports. This capability will be primarily provided using deployable, temporary AIT hardware suites at strategic water ports supporting rapid force projection.

5-11 Enhanced Logistics Intratheater Tool (ELIST).

a. Reference: Project Manager, (757) 878-5266

b. Description.

(1) Provides DOD's transportation planners with a state-of-the-art planning and analysis tool that evaluates whether or not a theater's transportation assets and infrastructure can support major deployments.

(2) The primary objective of ELIST is to perform detailed intratheater deployment studies to analyze effects of force modernization, new force structures and changes to the Defense Transportation System, check transportation feasibility of contingency and operations as well as military operations other than war (OOTW).

(3) ELIST is a system that evaluates the logistical feasibility of the theater portion of a course of action, including Reception, Staging, Onward movement and Integration (RSO&I). ELIST performs a discrete event simulation of a series of movement requirements over a constrained theater network using constrained transportation assets.

5-12 Assets Management System (AMS).

a. Reference: Project Manager, (703) 681-1201

b. Description.

(1) AMS is a DOD Migration System that automates the control of commercial leased/purchased and DOD-owned intermodal containers and the Defense Freight Railway Interchange Fleet.

(2) AMS supports MTMC's Joint Traffic Management and Rail Fleet Offices, and DOD customer installations and units.

(3) AMS supports the management of container and freight car transportation asset by providing MTMC system users with an automated capability to maintain asset inventory, location, maintenance, movement, and customer request databases. AMS offers a web interface capability for DOD customer activities to submit requests for transportation assets, and enter transportation asset movement and maintenance data directly to AMS via menu driven web screens. AMS receives container port throughput movement data from WPS and transmits container and freight car inventory, movement, and maintenance data to GTN.

5-13 Financial Management System (FMS).

a. Reference: Project Manager, (703) 681-4415

b. Description.

(1) The Financial Management System (FMS) is a Defense Finance & Accounting Service (DFAS) capitalized Legacy System that serves as the command wide accounting system for MTMC.

(2) The system provides MTRM and DFAS users desktop access to perform budget and cost accounting, billing, disbursements, and resource management activities. CONUS applications are hosted at Falls Church, VA while OCONUS applications are hosted at Rotterdam, Holland and Wheeler Army Airfield, Hawaii with network access to the Falls Church system.

(3) Users at MTMC CONUS seaports utilize unique menu processes for input of data to the Falls Church, VA site while European and Pacific users provide input into their respective platforms and/or PC based applications for upload. Files from the resulting OCONUS sites are then passed electronically to the Falls Church, VA platform for integrated processing of command wide data by DFAS-Omaha. DFAS-Omaha also receives hard copy and machine-readable data from a variety of sources for input into the accounting process.

(4) Approved FMS users have desktop access to the respective FMS platforms to produce output listings at any recognized MTMC network printer location. Month end and year-end processes are under the joint control of HQ MTRM and DFAS-Omaha.

5-14 Joint Operation Planning and Execution System (JOPES).

a. Reference: Project Manager, (703) 681-9113

b. Description.

(1) An automated execution planning and execution support system that operates on a world-wide basis to support the Joint Chiefs of Staff, Services, Commanders-in-Chief, and the Transportation Component Commands.

(2) The system processes at HQ MTMC, DSC, and MTMC terminals, both CONUS and OCONUS.

(3) JOPES serves as the source of all deliberate and execution-planning data input into the Joint Flow and Analysis System for Transportation (JFAST). Features of the earlier JOPS, JDS, and Unit Reporting System (UNITREP) are now an integral part of JOPES.

(4) JOPES provides for the production of reports for HQ MTMC, DSC, TEA, and the terminals.

5-15 Integrated Booking System (IBS).

a. Reference: Project Manager, (703) 681-6455

b. Description.

(1) An automated system that is used to deploy and sustain the war fighting forces, and support the peacetime traffic management and control of international surface cargo. IBS combines the MTMC cargo booking function for wartime/peacetime resupply and unit cargo movement within a single automation architecture.

(2) The system processes at Ocean Cargo Booking Sections in the CONUS, Europe, Mediterranean and Pacific areas.

(3) Shipping offices CONUS-wide enter ocean cargo movement requests via the IBS Sustainment module located at HQ MTMC. Requests for which the system cannot automatically select an ocean carrier, vessel and port are handed over for processing by booking office personnel at the Deployment Support Command at Ft. Eustis. Ocean carrier responses to cargo offerings are received via EDI or fax. Cargo movement requests for ammunition and unit movements are received via FTP.

5-16 Global Command and Control System (GCCS).

a. Reference: Project Manager, (703) 681-9480.

b. Description.

(1) GCCS is the DoD integrated C4I system that supports all joint service C4I requirements. GCCS incorporates the capabilities of several data systems and meets the warfighters' needs for multiple functions, such as situational awareness, readiness assessment, intelligence mission support, and crisis planning.

(2) GCCS will serve as a main communications link between the Joint Deployment Community and operate from the MTMC Command and Control Network (MCCN) utilizing various subsystems such as JOPES. HQ MTMC has three SUN SPARC 20's , one SUN 1000, and one SUN 4000 that is connected to the GCCS database at USTRANSCOM. Deployment Support Command (DSC) has five SUN SPARC 5s and a maximum of 15 Pentiums that can come into the applications servers at HQ, via a SIPRNET connection, to access the database. Transportation Engineering Agency (TEA) has four SUN SPARC 5s and three Pentiums and have a dedicated connection directly into HQ to access the database. There are six ports that currently have STU-III dial-up access into HQ (Beaumont, Concord, PNW, Sunny Point, Charleston, 600th). Beaumont and Sunny Point will have SIPRNET (classified Internet) connection coming into HQ beginning in 1st QTR FY00. Concord, Seattle, Charleston, and the 600th will be switched over to KIV-7s and continue

dialing directly into HQ for GCCS access, also during 1st QTR FY00. Puerto Rico will begin the dial-up process approximately 2nd QTR FY00, if building construction is done by this time.

5-17 Integrated Computerized Deployment System (ICODES).

a. Reference: Project Manager, (703) 681-3543.

b. Description.

(1) ICODES is a knowledge-based software system that uses artificial intelligence principles to assist human decision-makers solve complex stowage problems. To accomplish this task, program modules within the system, called “expert agents,” simultaneously interact with each other to assist the user during the stow planning process. These agents monitor stowage characteristics such as stow location, hazardous material, trim/stability, access, and cargo.

(2) The purpose of ICODES is not to replace stow planners, but to give them a tool with which they can respond rapidly to no-notice or short-notice deployments and training exercises. ICODES can rapidly and efficiently plan multiple shiploads while handling frequent changes to any ship or cargo mix. It also supports rapid deployment of US Forces by sea. Further, the goal of ICODES is to furnish users with a stow planning system that is flexible, accommodates multiple force load outs, maintains unit integrity, integrates port execution and stow plan operations, captures lessons learned, and automatically templates cargo.

5-18 Global Transportation Network (GTN)/Intransit Visibility System (ITV).

a. GTN is an integrated, automated, information system for the Defense Transportation System designed to provide seamless intermodal intransit visibility for air, land, and sea operations. Most of the systems described in this chapter feed GTN. Thus, although it is an all-encompassing system, it is only as accurate as the information that is fed from the other systems.

b. The System is also fed data from commercial transportation carriers. Thirty-two carriers (who move over 60% of DOD’s shipments) interface with GTN. These carriers include SeaLand, APL, CSX, and Union Pacific.

c. Contact information: To obtain an account, visit the GTN web site at <https://www.gtn.transcom.mil>. The following phone numbers are also useful.

(1) Account activation: (618) 576-8015, DSN 576

(2) Training and demonstrations: (618) 256-6036, DSN 576

(3) Help Desk (open 24/7): (618) 256-6836, DSN 576, in the U.S. only
(800) 486-7001

5-19 Logbook. The Logbook Web-based information system has secure and unsecured systems. The Port Commander's should be familiar with the secure system. Secure LogBook is the Command and Control (C2) System for day-to-day operations within the Military Traffic Management Command (MTMC). HQ MTMC and the subordinate commands use the Logbook system to provide reporting data and information using preformatted templates that relate to specific subject areas. Ports with access to the SIPRNET (classified Internet) will be expected to submit their daily and weekly Situation Reports (SITREPs) and Spot Reports using the Logbook system. DSC Secure Logbook POCs are Ms. Robin Clark, (757) 878-8587, clarkr@mtmc.army.mil, and Ms. Faye Banks, (757) 878-8581, banksf@mtmc.army.mil.

5-20 Sunny Point Area Network (SPAN)

a. Reference: Project Manager, (703) 681-7884

b. Description.

(1) SPAN is an Automated Information System (AIS) used by the Military Ocean Terminal (MOT), Sunny Point, North Carolina. SPAN is designed to support export shipload planning, cargo tracking on the facility and ammunition net explosive weight (NEW) management requirements at Sunny Point.

(2) The system processes data at Military Ocean Terminal (MOT), Sunny Point, North Carolina. Sunny Point provides worldwide trans-shipment of DOD ammunition, explosives, and other dangerous cargo under the command of the 597th U.S. Army Transportation Group.

(3) SPAN is being designed to provide MOT Sunny Point users with an automated transportation/ammunition management information system that is capable of meeting transportation and ammunition safety management requirements in a paperless environment through the functional integration of electronic data interchange on a web-based application. SPAN's thin client architecture will permit easier, more cost-effective system administration, alleviate special hardware requirements and accelerate the upgrade process. Access to SPAN is achieved through the command's Intranet by using a compliant web browser. SPAN supports the daily operations of the following activities: Traffic Management Division, Cargo Operations Division, Surveillance, Quality Assurance Surveillance and Safety, and Transit Services.

Chapter 6

DOCUMENTATION

6-1 General Documentation Policy.

- a. Reference. MTMC Regulation 55-69, Surface Transportation Terminal Operations.
- b. MTMC terminals exercise control over DOD cargo to ensure proper identification, visibility and accountability. Terminal responsibility begins with receipt of an Export Traffic Release (ETR) or the ATCMD and concludes upon receipt of the Cargo Outturn Message from the Port of Debarkation (POD). Procedures for achieving this control are contained in MILSTAMP.
www.dlmso.hq.dla.mil/Manuals/MILSTAMP/Vol1.htm
- c. Sensitive and classified cargo will be controlled in accordance with (IAW) AR 380-5, Army Information Security Program Regulation, chapters 5 and 8, DOD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition and Explosives, chapters 5 and 7 and appendixes A and B. Chapter 8 of DOD 5100.76-M provides additional guidance on port security. <http://web7.whs.osd.mil> (publications selection)
- d. MILSTAMP and applicable theater regulations define the responsibilities and procedures for shipment clearance authorities to control and monitor the flow of cargo into ocean terminals. MTMC's Ocean Cargo Division (OCD) provides export cargo traffic management, ocean carrier selection, and cargo booking on a worldwide basis. Peacetime cargo movement via common user ocean transportation must be authorized by the OCD. Some terminals perform clearance responsibilities when designated as water clearance authorities for their geographic AOR. These are designated by the theater commander in coordination with MTMC and the sponsoring services. Duties are performed in accordance with MILSTAMP and applicable theater directives. A local area clearance agreement may modify the water clearance requirements of MILSTAMP where factors limit the shipper's ability to follow those procedures and it is mutually determined that a local agreement is the most feasible method of satisfying port clearance requirements. All local agreements will be formalized by the shipper and clearance authority and submitted through channels to HQ MTMC, ATTN: MTOP-O, for approval.
- e. DD Form 250 (Material Receiving and Inspection Report) is used to acknowledge ultimate consignee receipt and material condition. When completed, this form is the basis for authorizing payment for the material. MTMC terminals or outports are not the ultimate consignee for transshipment cargo and have no means, short of opening the package, to assess material condition or quantities within the package. Therefore, MTMC terminals or outports will not sign DD Form 250 unless the material is consigned to MTMC for use in the terminal

6-2 Surface Export Cargo Offering and Release Procedures.

a. The traffic management and contract administration of international surface shipments are accomplished by DSC's Ocean Cargo Division. The OCD provides the interface between shippers and ocean carriers.

b. The overall objective is to move cargo through the terminal at the least cost consistent with meeting cargo delivery requirements. Less-than-release-unit cargo flows into water terminals IAW MILSTAMP and local theater directives. An ETR becomes necessary after the terminal receives the cargo and identifies it for movement to the OCD. Release unit cargo requires an ETR before it can be forwarded to the water terminal. Shipments received without an ETR should be reported to the OCD. No cargo or equipment, such as seavans obtained from a carrier, can be released to an ocean carrier without an ETR.

c. Containers should be requested from OCD at least two weeks before the requested ship date. Shipments requiring priority movement can be offered to the OCD in less time, but these should be valid exceptions since higher cost carriers may be required to meet "short fused" requirements. The DTR, MILSTAMP, and theater directives prescribe the specific format for requesting containers and the means of communications. Booking follow-up will be made with OCD if an ETR is not received within five workdays. Containers will only be used in accordance with booking instructions provided by OCD. Changes will not be made unless approved by the OCD. Orders for containers that cannot be used will be canceled as soon as conditions are known. When local drayage is to be accomplished by the ocean carrier, OCD will be advised of all instances when ocean carriers fail to provide equipment or fail to move loaded containers from the military terminal to meet the scheduled sail or delivery date.

d. Shipments outsized for containerization will be offered to the OCD for breakbulk lift. Requests will be furnished to the OCD using formats and communications modes specified in the DTR, MILSTAMP, or local theater directives. Breakbulk requirements are consolidated by the OCD. Terminals should maintain coordination with OCD to ensure that all breakbulk lift requirements are moved through water terminals as quickly as possible to meet delivery requirements. If breakbulk cargo will not arrive in time to be loaded on booked vessel, terminal will notify OCD.

It is MTMC policy that all DOD cargo, to include aircraft, will be booked for underdeck stowage on vessels, whenever possible. Terminal commanders will inform the OCD when circumstances preclude underdeck stowage, i.e., oversized cargo, hazardous cargo requirements, space availability, etc. Ondeck stowage will be permitted only with the concurrence of the shipper service representative and the appropriate area command Assistant Deputy Chief of Staff for Operations. Military cargo being shipped in open-top barges is exempt from this policy. POVs and aircraft will not be deck stowed without the specific approval of the DSC Assistant Deputy Chief of Staff for Operations.

6-3 Worldwide Control and Movement of Import Cargo.

a. Ports of embarkation (POEs) will provide the DSC and POD with cargo traffic messages, manifests, and stowage plans on a timely basis. If manifests are not received in advance of ship arrival or are incomplete, contact the POE immediately for corrective action. Do not wait for issuance of the cargo reconciliation message if it will result in delay of cargo movement or detention charges.

b. The POD is generally responsible for using manifest data to prepare required U.S. or host nations' customs documentation for DOD cargo manifested for discharge in its AOR. Customs regulations may require veterinary health certificates for fresh/frozen animal food products to be available at the seaport of debarkation (SPOD). Shipping activities are required to mail original copies of these certificates to the SPOD. In the event certificates are not received through the mail, terminals may be required to open containers to obtain copies of the documents.

c. When under the terms of booking the ocean carrier is responsible for linehaul to the ultimate consignee, the POD will coordinate with the ocean carrier to ensure all necessary customs documentation is available to clear the cargo. In the U.S., customs clearance at the POD is not necessary for containers, which move under the ocean carrier's bond directly to the final consignee. Containers with classified or sensitive cargo should not be line hauled by the ocean carrier. Any such containers booked for ocean carrier line haul should be identified and either the POD or responsible theater activity request a change to allow U.S. Government arranged line haul and security services. When under the terms of the booking the ocean carrier is not responsible for line haul, local circumstances will dictate whether the POD or a theater activity is responsible for arranging line haul. In CONUS, the POD will generally have this responsibility and will ensure timely and cost effective movement to the final consignee.

d. Terminals will review cargo traffic messages, ocean cargo manifests and stow plans to ascertain the destination and actions required to clear and expeditiously move inbound cargo to the ultimate consignee. Classified and protected cargo will be identified, and necessary arrangements made or coordinated to ensure proper security.

e. Report vessel arrival and cargo condition to the POE in a MILSTAMP Cargo Outturn Reconciliation Message (CORM) 14 days after vessel arrival. Report damaged cargo and any unresolved over and short cargo in accordance with outturn reporting procedures in AR 55-38.

6-4 Control and Documentation of Export Cargo

a. MILSTAMP, chapter 2, requires shippers to provide detailed documentation of cargo en route to the POE in the form of ATCMD data (see appendix G). ATCMD data will be used to prepare internal documentation necessary to receive and process cargo. If the cargo is not received within 15 days of its ETA, initiate actions to trace the shipment with the shipper.

b. When deemed necessary by the terminal commander, carrier deliveries will be scheduled through a permit system to accommodate terminal workday and resources. Carriers may also be required to present shipping papers (prelodge) to the terminal in advance of cargo deliveries. These procedures enable the terminal to match and make any corrections to ATCMD data on file or to initiate TCMD (Transportation Control and Movement Document) documentation when ATCMDs are not on file.

c. Procedures to accommodate receipt of cargo from the inland freight carrier are critical for cargo control and accountability and to establish a terminal inventory. Receipts will be posted to the automated terminal database indicating the date of receipt, warehouse location, and contractor account code information. Corrections or change to MILSTAMP data will also be accomplished at this time. During receipt, loss or damage must be annotated on inbound bills of lading to establish carrier responsibility. In addition, internal documentation on ATCMD data must be corrected as necessary to reflect actual cargo receipts. Cargo received without ATCMDs will be documented using MT Form 239-R (Frustrate Cargo - Hold for TCMD), or other appropriate form at the time of cargo receipt. MILSTAMP data for each shipment unit received without ATCMD will be obtained from bills of lading, package markings or contact with shipper. Whenever cargo is transferred within the terminal, the terminal database will be posted indicating the date of transfer and new warehouse location.

d. A load list will be completed, listing each shipment unit loaded into a container. This provides terminal accountability for containerized cargo. A copy of this load list will be secured on the inside door of the container. In addition, when hazardous cargo is present, the terminal will prepare and certify a detailed MT Form 225-R (Dangerous Cargo Load List). A copy will be secured on the inside door of the container and another will be provided to the commercial ocean carrier. Terminals will document shipments split among several containers by changing the last position of the TCN IAW MILSTAMP procedures. Terminals will keep a complete record for accountability and tracing of how the shipment was split to include the container number, TCN, number of splits, suffixes used and pieces, weight, and cube of each split shipment. As a rule, it is not good practice to split shipments of personal property. If a personal property shipment must be split for sound operational reasons, it may be split between containers, but will not be split between vessels.

e. MILSTAMP, chapter 3, contains requirements for the preparation and distribution of stow plans. There are two types of stow plans, pre-stow and final stow. Pre-stow plans are used to plan vessel loading. Final stow plans are prepared after the vessel is loaded and provided to the master of the vessel and to the receiving terminal so that they may plan the off-load. Terminals prepare stow plans when the cargo is loaded at a terminal controlled pier. Stow planning for cargo loaded at commercially controlled piers is not a terminal responsibility.

f. On military piers as cargo is loaded aboard the vessel, each shipment unit will be verified against the load list developed in the pre-stow plan. Corrections will be made as necessary and the database updated for the voyage number, date of lift and stow location for each shipment unit. Whenever a vessel is being loaded by MTMC-arranged stevedoring, it is the responsibility of the

loading port to provide the vessel master a set of vessel papers detailing the cargo loaded aboard the vessel and including a MT Form 225-R.

g. On commercial piers, ocean carriers are responsible for providing MTMC terminals with receipt and lift information in accordance with the agreement under which the cargo was booked. These agreements, the MSC Container Agreement, MSC Shipping Agreement, MSC dedicated contracts and commercial ocean tariffs, will specify the carrier's obligations and reporting time frames. Receipt and lift information is critical for timely and accurate preparation of ocean cargo manifests. It is a terminal responsibility to ensure that it receives the information necessary to create the ocean cargo manifest. This information is based on bookings, advance TCMD information and coordination with ocean carrier. Terminals will aggressively follow up with responsible activities to obtain required information. Repeated incidences of ocean carriers' failure to provide receipt and lift information will be forwarded to the responsible OCCA for action. The Cargo Management Division is the office responsible for documenting liquidated damages under the global and service contracts used by MTMC ports. These damages are processed through the MTMC contracting chain of authority.

6-5 Cargo Inventory Control

a. Terminals will prepare and transmit cargo traffic messages in accordance with MILSTAMP, for vessels loading DOD cargo at either commercial or military piers. The MILSTAMP cargo traffic message format also meets NATO (North Atlantic Treaty Organization) requirements for STANAG 2166 (Standardization Agreement, Standard NATO Agreement).

b. Terminals will prepare and transmit MILSTAMP ocean cargo manifests for vessels loading DOD cargo at either commercial or military piers. In CONUS, while manifest preparation is accomplished at the terminal, actual transmission occurs at the area command. In the event that a manifest will be delayed beyond MILSTAMP time frames, or will be incomplete, the terminal will notify the POD in the cargo traffic message or by separate message when they can expect the basic or supplemental manifest and reasons for the delay. Management objectives for manifest performance are specified in MTMCR 55-53.

c. When a POD reports the receipt of unmanifested containers, the responsible POE will provide the requested information within 48 hours or advise when information will be provided. Every effort will be made to obtain the required information and forward it to the POD by the fastest available means.

d. On a monthly basis, terminals will review cargo left in the terminal over 30 days. On an annual basis, terminals will conduct a wall-to-wall inventory and a record reconciliation according to the results of that inventory.

e. A terminal inventory discrepancy (TID) occurs when the terminal has a shipment unit listed on the on-hand inventory which cannot be physically located and for which no lift record of other disposition is available. TIDs are processed based on type (classified, sensitive, pilferable or controlled)

and dollar value of cargo. Procedures for managing classified, sensitive, pilferable or controlled TIDs are contained in AR 190-40 (Serious Incident Report) or AR 380-5 (Department of the Army Information Security Program). If reportable, terminal operators will submit, without delay, a report of loss to the local Provost Marshal or Security Officer, who will initiate the appropriate report. While a Serious Incident Report (SIR) is being drafted, the DSC ADCofS for Operations and PAL (Personnel and Logistics) shall be notified that a SIR is being submitted.

6-6 ATMCD Handbook

a. Most shipments originate at inland locations, vice the water terminal. Thus, your terminal documentation personnel would rarely complete an ATCMD.

b. For reference, MTMC's ATCMD Handbook (found at the MTMC home page www.mtmc.army.mil under the transportation services/freight logistics/ATCMD/instruction selection.), provides the reader with a basic understanding of the ATCMD process. The full MILSTAMP can be found on-line at www.dlmso.hq.dla.mil under the manuals selection.

c. Your Transportation Management Division Chief is best MILSTAMP POC. Questions on missing/inaccurate TCMD's can be resolved through discussions with the shipper.

6-7 DSC Documentation Points of Contact – Joe Repp, (757) 878-8621, reppj@mtmc.army.mil, or Donna Hauser - (757) 878-8631 hauserd@mtmc.army.mil.

Chapter 7

PORT/CARGO/VESSEL CHARACTERISTICS

Please note: The regulations from MTMC's Transportation Engineering Activity (MTMCTEA) are also available on the Internet at www.tea.army.mil.

7-1 Port Characteristics

a. References:

- (1) MTMCTEA Report INF 95-07, Mar 96, East Coast Ports for National Defense
- (2) MTMCTEA Report SE 93-79-13, Sep 94, West Coast Ports for National Defense
- (3) MTMCTEA Report SE 91-3d-31, Sep 93, Gulf Coast Ports for National Defense

b. General.

(1) A commander needs to know a vast amount of information in order to plan effective and efficient port operations. The MTMCTEA Deployment Facilities Team provides reports that contain the following information:

General Information	Airport Information
Water Access	Rail Operations
Highway Access	Truck Operations
Berth Details	Helicopter Operations
Port Layout Graphic	Deployment Applications
Materials Handling Equipment	Throughput Information
Staging Information	Future Developments
Security	Recommendations

(2) Information for CONUS ports can be found in the above referenced directives. Crisis Action port studies are performed as needed. These studies detail port characteristics, port layout and throughput capabilities. Additionally, military ocean terminal and outport characteristics can be obtained by contacting MTMCTEA at DSN 927-4643 or 1-800-722-0727.

(3) The objectives of these reports are to:

- (a) Identify port facilities and equipment needed to support a deployment.
- (b) Determine the port throughput capability in Measurement Ton (MTON) per day.

(c) Determine the ability of MARAD-designed facilities to meet the deployment of specific units.

c. A revised Port Survey Checklist (appendix E) was developed for use by all terminals to adequately assess the condition of any port using a standard format.

7-2 Cargo Characteristics

a. References:

(1) Technical Bulletin (TB) 55-46-1, Standard Characteristics (Dimensions, Weight, and Cube) for Transportability of Military Vehicles and Other Outsize/Overweight Equipment (In TOE Line Item Number Sequence).

(2) MTMCTEA Pamphlet 55-19, Tiedown Handbook for Rail Movements

(3) MTMCTEA Reference 55-20, Tiedown Handbook for Truck Movements

(4) MTMCTEA Reference 55-21, Lifting and Tiedown of U.S. Military Helicopters

(5) MTMCTEA Reference 55-22, Marine Lifting and Lashing Handbook

(6) MTMCTEA Reference 55-23, Containerization of Military Vehicles

(7) MTMCTEA Reference 94-700-2, Logistics Handbook for Strategic Mobility Planning

(8) MTMCTEA Reference 96-700-5, Deployment Planning Guide

b. General. Cargo equipment characteristics file is maintained by the MTMCTEA. Questions can be addressed by MTMCTEA by calling DSN 927-5266 or 1-800-722-0727 or DSN 927-1661 (for CD-ROM).

c. Equipment Procedures. References (2) through (8) provide procedures for the movement of equipment. For questions concerning transport of equipment, please call DSN 927-4646 or 1-800-722-0727.

7-3 Vessel Characteristics

a. Reference: MTMCTEA Pamphlet 700-4, Vessel Characteristics for Shiploading

b. General.

(1) Accurate ship information is a vital tool in shiploading and stow planning. MTMCTEA Pamphlet 700-4 is a single-source reference guide of 150 US flag, dry cargo vessels currently incorporated in the ICODES. It is designed to aid ship planners, stow planners, emergency operations center personnel, joint planners, marine cargo specialists, or anyone involved with the planning and implementation of shiploading and stowage operations. The pamphlet provides enough information on each vessel to verify cargo compatibility with vessel selection, develop a rough pre-stow plan, and aid port personnel with vessel characteristics.

(2) This pamphlet complements the ICODES program. It contains the same ship data found in ICODES. For this reason, each schematic shows the ICODES compartment identification (COIDs) for each hold and deck. These COIDs indicate stow locations for the Logistics Marking and Reading Symbols System (LOGMARS), which is the Army's computerized documentation system. These profile stowage schematics are also on the ICODES master ship diskettes. By referencing this pamphlet, the ICODES operator can gain a clearer picture of the cargo spaces designated for loading.

7-4 Measurement/Conversion Charts – see <http://www.tea.army.mil> (publication 700-2, Appendix E) for TEA's complete conversion reference.

Chapter 8

DEPLOYMENT SUPPORT TEAMS

8-1 References:

- a. MTMC DSC Deployment Support Team Standard Operating Procedures (see Appendix N)
- b. 832nd Transportation Battalion's Unit Training Brief

8-2 Background: - In March 1992, the MTMC Commander directed the establishment of emergency/contingency response teams for strategic expansion ports. The purpose of these teams is to open a port within 24 hours of notification and operate it on a 24-hour basis until the mission was accomplished or as an interim measure until the transportation terminal brigades/battalions (TTBN/TTBn) arrived.

8-3 Directive. To satisfy this directive, the Command developed the Deployment Support Team (DST) Program.

a. Phase 1. This phase will occur not later than (NLT) C-1 day. During this phase an initial cadre team composed of personnel from the terminals will proceed to their pre-designated DST ports. The DST Chief will determine the size of the team. The DST chief is responsible to coordinate initial contracts and set up port operations.


b. Phase 2. This phase will cover C to C+30 and may be partially or completely implemented depending on the speed in which our TTBNs/TTBns can be mobilized. The outpost DSTs can handle a limited contingency with their own resources; therefore, additional personnel requirements can be filled once the DST Chief identifies the specialty and number of personnel required. As a further measure, Reserve Components and Mobilization Division maintains a pool of Temporary Tour of Active Duty (TTAD) volunteers who can be activated prior to mobilization.

c. Phase 3. This phase will cover C+3 to C+30 when the TTBN/TTBn arrives and the Commander assumes command.

8-4 Responsibilities

a. For billing purposes, MTMC DSTs are sometimes categorized as either "port operator" (i.e. free-in/free-out - charging the customer a full billing rate) or "cargo documenter" (i.e. liner-in/liner-out - charging the customer a documentation fee only).


b. Regardless of the terms, the DST Commander may be held accountable for the actions depicted on the following charts:



BATTLE TASK - PREPARE AND DEPLOY DST

Individual Tasks

- Plan And Coordinate Mission
- Coordinate Special Cargo Handling Requirements (e.g. Ammunition)
- Conduct Port Site Survey
- Prepare OPORD
- Maintain Personnel Deployment Readiness
- Configure And Deploy WPS Flyaway
- Coordinate Travel Arrangements And Move The Team
- Conduct After Action Review
- Redeploy



BATTLE TASK - ESTABLISH SITE OPERATIONS

Individual Tasks

- Set-up WPS Flyaway
- Coordinate With:
 - ⇒ Port Authorities
 - ⇒ MSC
 - ⇒ Task Force/Port Support Activity
 - ⇒ MILGROUP/government Agencies
 - ⇒ Ship's Agent/Ocean Carrier
- Set-up Operations
- Establish Staging, Marshaling And Life Support Areas
- Establish Traffic Flow



BATTLE TASK - SUPERVISE PSA

Individual Tasks


- Plan Use Of Available PSA Personnel
- Conduct Pre-Operations/Operations Briefing
- Conduct Leader's Walk Through
- Prepare and Conduct PSA/Safety Briefing
- Conduct Shift Change Brief



BATTLE TASK - SUPERVISE MARINE CARGO OPS

Individual Tasks

- Coordinate Special Cargo Handling Requirements
- Coordinate With Contractor to Ensure MHE, Labor, and Other Operational Requirements
- Prepare Pre-stow Plan to Include Hazardous and Sensitive Cargo
- Call Forward Cargo
- Plan Cargo Discharge IAW Final Stow Plan



BATTLE TASK - SUPERVISE MARINE CGO OPS (CONT.)

Individual Tasks

- Supervise Discharge/Loading Operations
- Provide Contract Supervision ICW MSC
- Assist Contractor In Supervising Local National Labor (Language)
- Plan Load/Discharge Of Vessel
- Oversee Operational Safety

8-5 Conclusion. The development of the DST Program has greatly enhanced MTMC's ability to support the Army Strategic Mobility Program (ASMP) for rapid deployment.

8-6 Point of Contact - MTMC DSC POC is Lt Col John Hall, (757) 878-7518, hallj@mtmc.army.mil

Chapter 9

CONTRACTS

9-1 Port Contracts.

a. Reference: MTMC Regulation 56-69, Terminal Operations.

b. Summary.

(1) Commanders need to understand the authority of the personnel supporting them in their contract administration duties. Contract administration is performed at the terminal, outport, or detachment by MTMC personnel. Contracts are assigned for administration to Administration Contracting Officer (ACO) or Contracting Officer's Representative (COR). Training for the COR is conducted at the U.S. Army's Logistics Management College, Fort Lee, VA, DSN 539-4965. COR training can also be conducted by General Services Administration (GSA).

(2) Commanders, in conjunction with appropriate program managers and contracting officers, are responsible for ensuring that necessary performance requirements are incorporated into the Performance Work Statement (PWS) when a procurement package is developed for successor or new contract action.

(3) The commander must ensure the performance standards in the contract are met. Unacceptable contractor performance must be identified and contractor corrective action monitored to the extent necessary to ensure satisfactory performance.

(4) Contracts that may be administered include:

Stevedoring & Related Terminal Services (S&RTS)

POV Processing

Facility Engineers

Patrol Boat

Container Repair

Rail Maintenance

Utilities Ocean Carrier Services

Trucking Services

Railroad Switching

MILVAN Inspection and Repair

Vehicle Maintenance

Floating Barge Derrick

c. POC for contracting issues is the DSC Stevedore and Contracting Systems Division, (757) 878-8313, or e-mail @ houchkw@mtmc.army.mil.

9-2 United States Government-wide Purchase Card Program

a. Reference. Department of the Army's IMPAC (International Merchant Purchase Authorization Card) Government Credit Card Guidelines (July 1997)

b. Summary.

(1) Since the 1940s the Federal Government has used various methods and forms to accommodate small purchases of goods. Often these forms are not widely accepted by merchants because of the time involved for the merchant to receive payment. The end result is that the lowest cost is not always obtained.

(2) In the constant pursuit of improved support and efficiency of operations, the Department of Commerce, under authority of the Office of Management and Budget (OMB), initiated the Purchase Card Program, with the clear understanding that reduced costs and improved management control would be a direct benefit. The IMPAC program is under the direction of the General Services Administration (GSA) and is operated by US Bank, Fargo, North Dakota. It is designed to meet the unique requirements of government agencies.

(3) The Government Purchase Card is an internationally accepted VISA credit card that authorizes the cardholder to make small purchases under an established delegation of authority. It is a distinctively designed card and identified for official Government uses.

(4) The agency determines which employees are to be issued cards; the dollar amount of allowable purchases for each individual employee account; and an overall office limit to aid in budgetary controls. Cards are mailed to each employee's work address and, to ensure confidentiality, no credit files are maintained at US Bank.

(5) A number of unique controls have been developed for the IMPAC program that does not exist in a traditional credit card environment. These controls ensure that the card can be used only for specific purchases and within specific dollar limits. In addition, certification of all purchases is required by each cardholder, with verification performed by an approving official before payment is made to the contractor. Payments are handled directly between the Finance Office and US Bank.

(6) Since the program's inception in September 1995, it has steadily reduced the simplified acquisition workload by approximately 66%. The Army's goal is that 90% of all micro-purchases (\$2500 for purchases and \$2000 for construction) be accomplished with the Purchase Card. MTMC achieves this goal by positioning cardholders and approving officials throughout the command.

(7) With the Purchase Card being the preferred method of procurement for micro-purchases, effective 1 October 1997, contracting officers may no longer issue purchase orders, BPA(s) or any other contracting instrument for micro-purchases unless a written determination is made by a member of the Senior Executive Service, Flag Officer or General Officer.

9-3 Blanket Purchase Agreements (BPAs)

- a. Reference. Federal Acquisition Regulation (FAR) 13.2, Blanket Purchase Agreements.
- b. Summary.

(1) A blanket purchase agreement (BPA) is a method of filling anticipated repetitive needs for supplies or services by establishing “charge accounts” with qualified and dependable sources of supply.

(2) BPAs can be used in circumstances where there is a wide variety of items in a broad class of supplies or services that are generally purchased, but the exact items, quantities and delivery requirements are not known in advance and may vary considerably. This procedure also avoids the writing of numerous purchase orders.

(3) BPAs may be established with:

(a) More than one supplier for supplies or services of same type to provide maximum practicable competition;

(b) A single firm from which numerous individual purchases at or below the simplified acquisition threshold will likely be made in a given period; or

(c) Federal Supply Schedule contractors, if consistent with the terms of the applicable schedule contract.

(4) The use of BPAs neither exempts the agency from the responsibility of keeping obligations and expenditures within available funds nor authorizes purchases that are not otherwise authorized by law or regulation.

(5) While the idea of a Blanket Purchase Agreement may sound appealing and simple, it must be understood that a BPA is not a contract and therefore any call over \$2,500 must be competed. In addition, if the total dollar amount to be spent during the year exceeds \$2,500 for a service BPA, the Service Contract Act applies. Whether a service or construction BPA, Wage Grade (WG) determinations must be included in the actual BPA.

(6) The existence of a BPA does not justify purchasing from one source or avoiding small business set-asides.

9-4 Point of Contact for the IMPAC Card and Blanket Purchasing Agreements:

Ms. Barbara Soyars is (757) 878-7583, or soyarsb@mtmc.army.mil.

Chapter 10

DEPLOYABLE PORT OPERATIONS CENTER (DPOC) AND MOBILE PORT OPERATIONS CENTER (MPOC)

10-1 References:

- a. Deployable Port Operations Center (DPOC) and Mobile Port Operations Center (MPOC) Program Overview and Responsibilities
- b. Deployable Port Operations Center (DPOC) and Mobile Port Operations Center (MPOC) PowerPoint Presentation

10-2 Mission: Headquarters, Department of Army, implementing guidance received from the Chief of Staff, tasked MTMC to establish a robust command, control, communications, and computers (C4S) package to support seaport opening force modules. The primary mission of the package is to support the immediate reception, staging, onward movement, integration, sustainment, and redeployment of US forces at various seaports worldwide. Lessons learned from previous deployments and port openings indicated that transporters and logisticians usually had minimal or no facilities for cargo documentation and processing, few, if any, local and long haul telecommunications capabilities, and inadequate computer and office automation support. DSC POC is Mr. Robert Shepard, DSN 927-8800.

10-3 Requirements.

- a. There are three basic operational scenarios where a robust C4S package is required to support the seaport SPM mission:

(1) Joint Logistics Over-the-Shore (JLOTS)/Austere Operating Environment. - In this scenario, piers and wharves will not be available, nor will local electrical power, communications, and other type of essential support services. Unit equipment and cargo will be brought ashore via lighters and helicopters from ships at anchor, discharged at the beach, and staged for clearance to inland destinations. C4S support for port operations must be tactical in nature, totally self-sustaining, highly mobile, and independent of any host nation/theater facilities and services.

(2) Limited/Small Scale Operations- In this scenario, piers and/or wharves may be available for the unloading of unit equipment and sustainment cargo, but the pier and wharf facilities may be relatively undeveloped and/or limited in off-loading and staging capacity. Support equipment such as pier cranes and materiel-handling equipment may not be available, and host nation/theater electrical power and communications and other essential services may be limited. C4S support for port operations in this scenario may be less tactical in nature than in an austere operating environment, but the C4S package must be totally self sustaining and independent of any host nation/theater facilities and services.

(3) Full Scale/Sustained Operations. In this scenario, practically all unit equipment and sustainment cargo will flow through a large commercial port or multiple ports with container and breakbulk capabilities. Stevedore companies should be available to off-load ships, and the port infrastructure will usually be adequate to support most, if not all, requirements for special equipment and services. This type of port is comparable to those that MTMC currently operates worldwide. C4S support for port operations in this scenario can be non-tactical and more oriented towards fixed site operations than in either scenarios 1 and 2, above. Host nation electrical power, local telecommunications, and other support services should be available.

b. The C4S package for each of the above scenarios can be affected by operational requirements such as multiple port operations, retrograde shipments, re-deployment movements, and so forth. Because it is not possible to predict with certainty the nature of future conflicts or humanitarian missions requiring seaport operations, C4S assets procured to support the SPM seaport mission are being designed with maximum flexibility in mind for the commanders and port operations personnel who will use them in the future.

c. For scenario 1 (JLOTS/Austere Operating Environment), the primary C4S package is an MPOC with a command post tactical shelter mounted on the rear of a tactical vehicle (HMMWV). For scenario 2 (Limited/Small Scale Operations), the primary C4S package can be either an MPOC or the more fixed site DPOC with its two 8' X 20' expandable tactical shelters. For scenario 3 (Full Scale/Sustained Operations), the primary C4S package is a DPOC. It should be noted, however, that depending on the nature and urgency of the crisis situation at hand, one or more MPOCs may be airlifted initially into any theater or region prior to the deployment of a DPOC. An MPOC offers a local commander much greater mobility and flexibility in contingency situations that need stabilization prior to setting up and using a DPOC.

d. Various surveys and discussions with MTMC unit commanders during 1997 and 1998 identified that the 599th Transportation Group (Pacific theater), 598th Transportation Group (European theater), and Deployment Support Command (DSC) each need at least one fully configured DPOC and MPOC. As of this publication date, all three commands have a DPOC. The 598th Trans Group has a MPOC.

10-4 Equipment Configuration

a. DPOC. Depending on the availability of funds, the following items comprise the “fully configured” unit of issue for a DPOC:

(1) Two customized, expandable 8' X 20' tactical shelters prewired for LAN/computer operations, telephones, power distribution, NBC seals, etc.

(2) Two power generators

(3) Two environmental control units (ECU) with NBC protection

- (4) Two sets of hydraulic, two wheeled mobilizers
- (5) One communications package with satellite dish and supporting hardware, digital PBX and 10 phones, email server and LAN server, 10 Pentium laptop computers
- (6) One INMARSAT "B" transmitter/receiver
- (7) Two ISO 8' X 20' storage containers with inside lighting, racks, etc.
- (8) Local ADP capabilities for WPS, ICODES, email, and Microsoft Office 97; system interfaces with IBS, GTN, TC-AIMS II, GCCS, Logbook, and DMS
- (9) Soldier comfort items such as refrigerator, microwave, coffeepot, etc.

b. MPOC. Depending on the availability of funds, the following items comprise the "fully configured" unit of issue for an MPOC:

- (1) Tactical vehicle, e.g., HMMWV
- (2) Vehicular mounted command post shelter (for two personnel) with ECU, power management and distribution system, NBC protection
- (3) 10 KW on board generator
- (4) Modular command post system (attached to vehicle shelter; supports four to six additional personnel)
- (5) Communications package consisting of two Pentium laptop computers, email and LAN servers, INMARSAT "B" unit
- (6) Optional communications equipment includes HF radios and/or transportable satellite dish and supporting equipment for theater and CONUS long haul communications
- (7) Soldier comfort items

d. VHF Radios. Requirements for VHF radios are being satisfied through centralized procurement actions by HQ MTMC and distributed to subordinate units. MTMC personnel in port areas will provide and use their own radios. Hence, there will no separate procurement actions for VHF radios as part of the equipment configuration for a DPOC or an MPOC unless by special exception or requirement.

e. Interoperability. A primary objective of the DPOC and MPOC program is

to design, develop, procure, and field DPOC and MPOC assets that can communicate among themselves and be capable of easily interchanging parts and equipment if necessary.

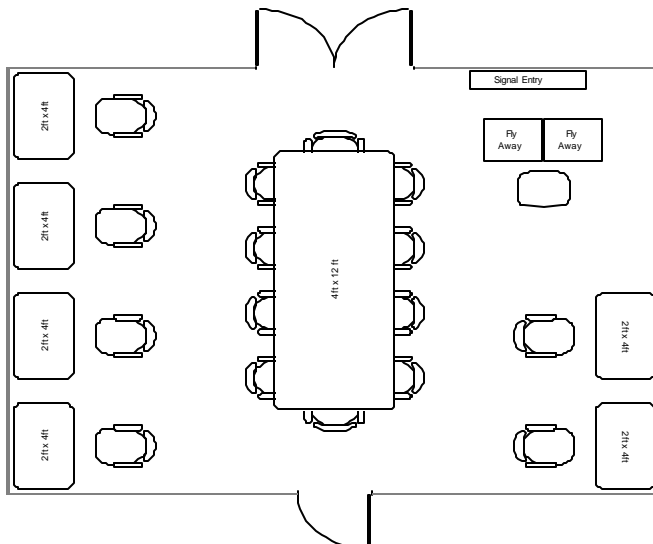




DPOC INTERIOR



DPOC FLOOR PLAN





MPOC EXTERIOR



10-5 Point of Contact : Mr. Robert Sheppard, (757) 878-8800, sheppardr@mtmc.army.mil.

Chapter 11

TERMINAL FORCE PROTECTION

11-1 Force Protection

a. References:

- (1) AR 525-13, Antiterrorism Force Protection (AT/FP): Security of Personnel, Information, and Critical Resources
- (2) DOD Directive 2000.12, Combating Terrorism Program
- (3) Joint Service Guide 5260, Service Member's Personal Protection Guide, a self-handbook to combating terrorism
- (4) Joint Staff Pamphlet 5260, Coping with Violence: Personal Protection Pamphlet

b. General.

(1) Force protection is a system by which we can provide a security umbrella against threats to our personnel, equipment and facilities. For years, Americans have focused on the criminal threat at home and the threat of terrorism abroad. Recent events, however, have made it clear that the threat of terrorism exists both internationally and domestically.

(2) Appendix F contains a matrix that will help you to identify and assess local security vulnerabilities specific to your organization or activity. Familiarize yourself with Antiterrorism Force Protection (AT/FP): Security of Personnel, Information, and Critical Resources (AR 525-13) and incorporate the best aspects of physical, personal and information security to form a viable operating posture.

(3) Force Protection is a command priority.

11-2 Point of Contact : Mr. Alton Stowell, (757) 878-8416, stowella@mtmc.army.mil.

Chapter 12

HUMAN RESOURCES

12-1 References:

- a. Subchapter 8, CPR 300
- b. DOD 1400.20-1-M, DOD Priority Placement Program (PPP)
- c. CPR 351, Reduction in Force (RIF)
- d. AR 230-2, Reduction in Force for Non-Appropriated Fund (NAF) Employees
- e. AR 690-500, Chapter 501 and MTMC Reg 690-15, Position Management
- f. AR 690-950, Career Management
- g. AR 690-400, Chapter 410 and 413 and MTMC Reg 690-8, Training and Development (T&D)
- h. AR 690-400, Chapter 430 (with applicable MTMC supplements), Performance Appraisal and Rating
- i. AR 690-500, Chapter 540, Merit Pay System
- j. AR 690-700, Chapter 751 and Negotiated Agreements – Discipline and Adverse Actions
- k. AR 690-700, Chapter 771 and Negotiated Agreements – Grievances
- l. AR 604-5, DA Personnel Security Program
- m. AR 340-17, AR 340-21, Freedom of Information Act/Privacy Act Program
- n. AR 672-20, Incentive Awards
- o. AR 672-20, Suggestion Program
- p. AR 690-990-2, Book 630; FPM Chapter 630; FPM Supplement 990-2, Book 630 and MTMC and local supplements - Attendance and Leave Administration
- q. Title VII, Civil Service Reform Act of 1978, AR 690-700, Chapter 711 and negotiated agreements - Labor Relations
- r. Public Law 91-596 (Occupational Safety and Health Act of 1970), Section 19; Executive Order 12196; 29 CFR Part 1960 and Part 1910; AR 385-10; AR 385-40; MTMC Reg 690-11
- s. AR 600-85, Chapter 5, Alcohol and Drug Abuse Prevention and Control Program (ADAPCP)
- t. FPM Chapters 713, 720, and AR 690-600, Equal Employment Opportunity (EEO), AR 600-20, Equal Opportunity (Military), 29 CFR Part 1614, Complaints Processing, 29 CFR Part 1604, Sex Discrimination, 29 CFR Part 1630, Disability Employment
- u. AR 600-50, Standards of Conduct for Department of the Army Personnel
- v. AR 690-20, Equal employment Opportunity and Affirmative
- w. Title VII of the Civil Rights Act of 1964 as amended
- x. Civil Rights Act of 1991
- y. Equal Employment Opportunity Commission (EEOC) Management Directive 714
- z. Equal Employment Opportunity Commission (EEOC) MD-110
- aa. Executive Orders 12900 and 12875
- ab. Army Civilian Personnel Manual-ACPERS Manual Age Discrimination in

Employment Act of 1967 as Amended

12-2 General: Supervisors have certain inherent responsibilities for the management of subordinate employees in planning and directing their work. In carrying out your personnel management functions, you will be assisted and supported by specialists from your Regional Civilian Personnel Operations Center (CPOC) and your Civilian Personnel Advisory Center (CPAC). The Department of the Army has identified 13 components of a personnel management type, which are present in the supervisor's job. Those responsibilities and what is expected of you with respect to each are shown below:

- a. Selection and Utilization of Employees. You should:
 - (1) Know and utilize the steps in filling a vacant position.
 - (2) Know the requirements of Army's merit promotion system and your local merit promotion plan.
 - (3) Be aware of and use proper interview techniques.
 - (4) Be familiar with special employment programs.
- b. Position Management and Classification. You should:
 - (1) Be able to discuss your responsibilities for position management and classification including assigning work, writing job descriptions, engineering jobs and participating in the review of civilian positions.
 - (2) Know where the job classification standards are kept and how they are used.
 - (3) Know steps to take to establish or reclassify positions in your organization.
 - (4) Know current grade control policies.
- c. Training and Development. You should:
 - (1) Be able to effectively use performance appraisals as the major basis for determining training needs.
 - (2) Be able to work with employees in preparation of individual development plans or determine needed training courses.
 - (3) Be able to counsel employees concerning available training opportunities and know whether attendance at such courses would help improve employee skills and performance.
 - (4) Know training/educational opportunities in career programs and advise employees on training needs.
- d. Performance Appraisal and Rating. You should:
 - (1) Be able to conduct a performance appraisal and determine appropriate rating.
 - (2) Make full use of the performance evaluation system in establishment of work goals and performance requirements and improved work quantity and quality.
 - (3) Evaluate acceptable levels of competence in determining step rate increases.

e. Management-Employee Communications. You should:

- (1) Be able to assess and develop your verbal and written communication skills.
- (2) Recognize the value of open communications, negative feedback, team-building and employee information.
- (3) Be able to conduct appropriate types of staff meetings and other meetings based upon their purposes.

f. Administration of Discipline. You should:

- (1) Know what authority you have to take disciplinary actions against employees including informal actions.
- (2) Know how to evaluate and identify employee-management problems and help prevent disciplinary problems.
- (3) Know where to get help in deciding penalties.

g. Army Grievance Procedures. You should:

- (1) Be able to describe the steps in the grievance and appeal processes.
- (2) Know how to help prevent grievances.

h. Incentive Awards and Recognition of Employees. You should:

- (1) Be able to recognize situations where incentive awards are appropriate.
- (2) Know various informal measures of recognition, understand how the Army's suggestion program works.
- (3) Know when and how to recommend quality step increases.
- (4) Know how to promote the suggestion program.

i. Hours of Duty, Pay and Leave Administration. You should:

- (1) Know how to request changes to tours of duty.
- (2) Establish the need and obtain approval for overtime.
- (3) Be able to advise employees about administrative dismissals (excused absence) from duty and describe the different types of leave.
- (4) Know how and when to approve advance leave and excused absences;
- (5) Be able to monitor and identify possible sick leave abuse.
- (6) Be able to take follow-up actions to minimize misuse of sick leave and to meet sick leave goals.

j. Labor-Management Relations. When appropriate, you should:

(1) Be able to describe your responsibilities and the responsibilities of employees and their union for maintaining good working relationships.

(2) Be able to answer questions of employees on provisions of the collective bargaining contract.

k. Equal Employment Opportunity (EEO) and Equal Opportunity (EO). You should:

(1) Be able to explain the goals and objectives of the DA Equal Employment Opportunity Program and the Affirmative Action Plan.

(2) Know what to do if one of your employees complains of discrimination.

(3) Be able to promote the concept of EEO/EO and to assure that all personnel actions in your unit are nondiscriminatory.

(4) Be able to reflect on all supervisory judgments and completely adhere to all equal employment opportunity requirements.

(5) Be able to explain the military equal opportunity (EO) program.

(6) Be able to promote the concepts of EEO/EO and to assure that all personnel actions in your work group are nondiscriminatory.

(7) Be able to explain the military EO and civilian EEO programs.

(8) Be able to explain the Army's Policy on Sexual Harassment.

l. Safety. You should:

(1) Know your responsibilities for establishing and maintaining safe working conditions

(2) Be aware of the major safety hazards and causes of accidents;

(3) Know how to report an accident;

(4) Know how to keep your employees safety conscious.

m. Career Management. You should:

(1) Be familiar with key provisions of the career programs pertaining to your unit

(2) Be able to counsel your employees regarding progression in their career fields, use of lateral assignments for self-development, and individual development plans

(3) Know how to evaluate careerists for both career appraisals and performance appraisals.

12-3 Points of Contact: DCSPAL – Ms. Debbie Mitchell, (757) 878-8207, mithcelld@mtmc.army.mil, EEO – Ms. Linda Galimore, (757) 878-8040, galimorel@mtmc.army.mil.

Chapter 13

PUBLIC AFFAIRS

13-1 General

a. Commanders of DSC subordinate activities have the inherent responsibility to assist in telling the MTMC story. As such, each commander is authorized to clear and release to the public and/or media unclassified information pertaining to his/her mission, and any activities, events or operations under his/her control. When authority to release is in doubt, contact the public affairs officer at the Deployment Support Command.

b. Commanders are encouraged to appoint a primary public affairs representative for their activity to assist them in their public affairs responsibilities. The individual should be able to serve as the commander's liaison with the media and community. The individual should also serve as the commander's conduit ensuring that stories and story ideas about command achievements, events and personnel are released locally as well as to the DSC PAO for further marketing to various military and civilian publications. The individual should be able to meet the needs of the media and interact with the community as required without conflicting with other assignments. Selected individual should be proficient in communications and writing skills.

c. The DSC Public Affairs staff stands ready to support commanders and their staffs and provide advice as well as on-site assistance. Informal as well as formal training in the areas of media relations, command information as well as community relations will be periodically made available to those performing public affairs duties.

13-2 Point of Contact: Ms. Donna Shepard, DSC Public Affairs Officer, (757) 878-8050, shepardd@mtmc.army.mil.

Chapter 14

RESOURCE MANAGEMENT

14-1 Manpower

a. References:

- (1) AR 570-4 Manpower Management
- (2) AR 71-32 Force Development and Documentation—Consolidated Policies
- (3) MTMC DSC Regulation 10-1 Organization, Mission and Functions
- (4) MTMC DSC Regulation 10-2 Organization Control, Concepts, Policies, Responsibilities, and Documentation

b. General. Manpower is responsible to provide manpower management support to HQ MTMC DSC and subordinate commands in order to maintain mission effectiveness with minimum manpower resources.

(1) Manpower serves as the POC for manpower surveys, conducts locally initiated manpower studies, and serves as team members on HQMTMC or United States Army Manpower Analysis Agency (USAMAA) conducted manpower studies as required. Studies include the evaluation of the organizational structure of the command with recommended realignment or the reassignment of missions and functions.

(2) Approved results of these studies are then documented in the Army Authorization Documents System Redesign (TAADS-R) Program. Providing input to the TAADS-R system via HQMTMC is a Manpower responsibility. It is through the TAADS-R system that Peacetime and Mobilization TDAs for HQMTMC DSC and subordinate commands are documented. Documents are updated with approved changes during Command Plan Cycles (which normally occur on a yearly basis). Manpower also provides Input to the development of reserve unit TDAs.

(3) Manpower evaluates the utilization of manpower resources (military and civilian) and takes into consideration future mission requirements when recommending distribution of manpower resources to HQMTMC DSC elements and subordinate commands.

(4) A Personnel Strength Report is prepared and disseminated on a monthly basis. This report reflects the number of personnel on-hand in comparison to TDA requirements and authorizations. The Personnel Strength report also breaks out the MTMC DSC military required, authorized and on-hand strength by service.

(5) Additionally, Manpower is responsible for ensuring workyears are executed to within 98% of target. On a monthly basis Manpower Division briefs the Senior Resources Review Board on Workyears executed within the MTMC DSC.

c. Point of Contact: Beth Taraba, DSC Manpower & Programs Division, (757) 878-8314, tarabab@mtmc.army.mil.

14-2 Army Management Controls

a. References:

- (1) AR 11-2 Management Control Process
- (2) OMB Circular No. A-123 Management Accountability and Control
- (3) GAO Standards for Internal Controls in the Federal Government.
- (4) OSD Web Site: <http://www.asafm.army.mil>.

b. General. Army Management Controls reinforce the inherent responsibility of Army commanders and managers for establishing and maintaining effective management controls, assess areas of risk, identify and correct weaknesses in those controls and keep their superiors informed. Management controls exist in every program, function, and process. They are fundamental to mission accomplishment, i.e., to getting the job done right. They are embedded in the statutes and policy directives that govern the areas we work in, and in the detailed procedures we develop to guide our operations. In many instances, they are nothing more than using good “common sense” and the results of practical experience.

(1) An explicit statement of responsibility for management controls is included in the performance agreements of commanders and managers responsible for the execution and/or oversight of effective management controls.

(2) Assessable unit managers must sign an annual statement of assurance that management controls are in place and identify any material weaknesses in these controls.

c. Point of Contact: Linda Kelly, DSC Manpower & Programs Division, (757) 878-7546, kellyl@mtmc.army.mil.

14-3 Command Inspection Program

a. Reference:

- (1) AR 1-201 Army Inspection Policy

(2) MTMCDSCR 1-1 Staff Reg. (to be published).

b. General. Each Group will be inspected biennially to determine readiness, compliance with regulatory requirements, operational efficiency, discipline/morale status, and unit/command managerial effectiveness. It is the responsibility of the Group to perform inspections on subordinate units.

c. Point of Contact: Linda Kelly, DSC Manpower & Programs Division, (757) 878-7546, kellyl@mtmc.army.mil.

14-4 Army Ideas for Excellence Program

a. References:

(1) AR 5-17 The Army Ideas for Excellence Program.

(2) DSC Intranet Bulletin Board (Includes link to Army AIEP Home Page).

b. General. The Army Ideas For Excellence Program (AIEP) is intended to encourage employees to improve present policy, practices, and regulatory constraints that do not facilitate good management and are not needed in time of war. The AIEP is designed to improve morale by providing an opportunity for soldiers and employees to take part voluntarily in the improvement of management within the government. Ideas are eligible for AIEP if they propose a way to accomplish a job better; simplify or improve operations; increase individual or group productivity; conserve materials or property; promote health and working conditions; and greatly reduce the likelihood of serious accidents. All members of the Army community, and others concerned with the welfare of the Army and the Nation, are eligible to submit suggestions.

c. Point of Contact: Angelo Dart, DSC Manpower & Programs Division, (757) 878-8227, darta@mtmc.army.mil.

14-5 Cost Driver Initiatives

a. References: MTDC-RMM Memorandum, 4 Dec 1998, SUBJ: Cost Driver Program.

b. General. The Commander, Military Traffic Management Command, has a monthly VTC with the CINCTrans to review and discuss certain MTMC financial data and process improvement initiatives. The cost savings/avoidance for these initiatives normally are estimated through the current fiscal year with actuals provided as they occur. To satisfy USTRANSCOM reporting requirements, the Commander maintains an active list of initiatives that are aimed at reducing costs throughout the command or generating new business for the command.

c. Reports. Input to DSC is required NLT the 11th of each month. Negative reports are required.

d. Definitions: The following definitions apply when categorizing cost driver initiatives:

(1) Savings: Any action that reduces programmed cost on a recurring basis from an approved baseline for the current year and/or budget year.

(2) Avoidance: Any one-time or recurring action that eliminates or avoids additional cost not programmed in an approved baseline for the current year and/or budget year.

(3) Revenue: Any new or additional action that results in positive net revenue.

e. Point of Contact: Angelo Dart, DSC Manpower & Programs Division, (757) 878-8227, darta@mtmc.army.mil.

14-6 Department of Defense Government Travel Card

a. References:

(1) MTMCDSCR 1-1 Staff Reg. (to be published)

(2) DSC Intranet Bulletin Board, "DSC Government Travel Card Information."

b. General: It is departmental policy that the government-sponsored, contractor-issued travel card, shall be used by DoD personnel to pay for all costs incident to official business travel, including lodging, transportation, rental cars, meals, and other allowable reimbursable expenses.

(1) The purpose of the travel card program is to provide for and standardize the use by DoD travelers of a safe, effective, commercially available method for paying expenses incident to official travel--including cash requirements. The travel card is used in order to improve DoD cash management, reduce DoD and traveler administrative burdens, and provide better service to DoD travelers. Unauthorized use may result in disciplinary or adverse personnel action.

(2) In addition to individual travel cards, there are related travel card products consisting of traveler's checks, unit travel cards and centrally billed accounts (CBA). These alternative applications will be the exception and shall be tailored to serve specific DoD Component needs. Commercial travel offices (CTOs) will accept the travel card for the purchase of transportation for official travel; MTMC has Centrally Billed Accounts established for this purpose.

(3) The staff principal/subordinate commander will receive the following reports each month for cardholders assigned to their Area of Responsibility: Account Activity Report, Delinquency Report, and the Suspension Report. The Account Activity Report will reflect all transactions for the previous

month, by cardholder. The Delinquency Report will list account status for each 30, 60, 90, and 120-day timeframe. The Suspension Report will identify those accounts that have been suspended.

c. Agency Program Coordinator (APC): Lance Beuschel, DSC Manpower & Programs Division, (757) 878-8313, beuschell@mtmc.army.mil.

14-7 Support Agreements

a. Reference:

(1) DOD Instruction 4000.19, "Interservice and Intragovernmental Support," August 9, 1995.

(2) OSD Web Site: <http://www.acq.osd.mil> (select "Management Information and Tools Menu" on the *Search* bar.

b. General. Recurring interservice or intra-Army support and cooperation that does not require reimbursement may be documented with a Memorandum of Agreement or a Memorandum of Understanding, as well as a Support Agreement.

(1) A Memorandum of Agreement (MOA) defines general ideas of conditional agreement between two or more parties – what one party does depends on what the other party does (e.g., one party agrees to provide support if the other party provides the materials).

(2) A Memorandum of Understanding (MOU) defines general areas of understanding between two or more parties – explains what each party intends to do; however, what each party does is not dependent on what the other party does (e.g., does not require reimbursement or other support from receiver).

(3) The Support Agreement Process begins when the installation Support Agreement Manager receives a request for support in the form of a memorandum or a draft Support Agreement from the customer. The Support Agreement Manager distributes the draft agreement to the responsible service providers and the installation Resource Manager for validation of financial information. The designated Functional Area Representatives review the draft agreement to ensure sufficient information has been provided and determine the availability of support. The Functional Area Representatives and Resource Manager return the agreement with workforce requirements and cost data to the Support Agreement Manager. The Support Agreement Manager consolidates the support requirements and associated data into a final draft, and returns it to the customer for approval or further negotiation.

(4) The Resource Manager is responsible for ensuring that all support agreement financial actions are accomplished, reviewing agreements to validate the financial information, assisting with the development of appropriate costs and advising subordinate activities on financial matters. The Resource Manager signs the DD Form 1144 in the block designated for comptroller signature.

c. Point of Contact: Linda Kelly, DSC Manpower & Programs Division,
(757) 878-7546, kellyl@mtmc.army.mil.

14-8 MTMC DSC Budget Cycles

a. Timeline for the MTMC Budget Cycle is as follows:

October - Funds distribution

October/November - Monthly Execution Plan(MEP)

December - MTMC OMA Program Objective Memorandum(POM)

January - MTMC TWCF POM and feeder letters with Mid Year Review
(MYR) guidance sent to all DSC elements.

February - Program and Advisory Committee(PBAC)

February /April - Mid Year Review (MYR) – final submission to HQ and
Operating Expense Budget (OEB) development

May – Mobility Enhancement Funds (MEF)

May/June - Mid Year Review(MYR)

June/July - Billing Rate Development

August - CINC TRANSCOM IPL (Integrated Priority Listing)

August/September - Year End Close

September - Receive Mark (Budget)

b. Point of Contact: Ms. Charlotte Mitchell, DSC Budget Division, (757) 878-8352,
mitchellc@mtmc.army.mil.

14-9. Budget-Cost Accounting Reporting Responsibilities

a. General. Budget-Cost Accounting Reporting provides information and guidance in connection with reporting responsibilities designed to accurately record, classify and summarize costs incurred for MTMC/DSC Operations.

b. References. The references for Budget-Cost Accounting are MTMCR 37-2: Industrial Fund Cost Accounting System (now known as TWCF-Transportation Working Capital Fund), and DSC Pamphlet 37-2; Budget-Cost Accounting Reporting Responsibilities.

c. Point of Contact: Ms. Charlotte Mitchell , DSC Budget Division, (757) 878-8352,
mitchellc@mtmc.army.mil. The web site for DSC Pam 37-2 is <http://dsc12/dsc-intranet> (select “Bulletin Board” and then “Resource Management Division.”

14-10 MTMC DSC Cost Coding Structure**a. References.**

(1) MTMCDSCR 37-2

(2) DFAS-IN Manual 37-100-FY, The Army Management Structure

b. Purpose. Cost Coding Structure, also known as the Army Fiscal Code, allows the use of the accounting classification, rather than words and phrases, in recording financial transactions, which saves both time and space. This system precludes the misinterpretation of data through the use of standard transaction definitions. It also facilitates the automation of financial records and reports.

c. Regulation 37-2 prescribes a uniform cost coding structure for Military Traffic Command, Deployment Support Command (MTMCDSC). Specifically it will:

(1) Expand the coding structure defined in reference a1, to include financial codes unique to MTMCDSC organizations and mission.

(2) Identify cost codes applicable to DSC missions by organizational elements.

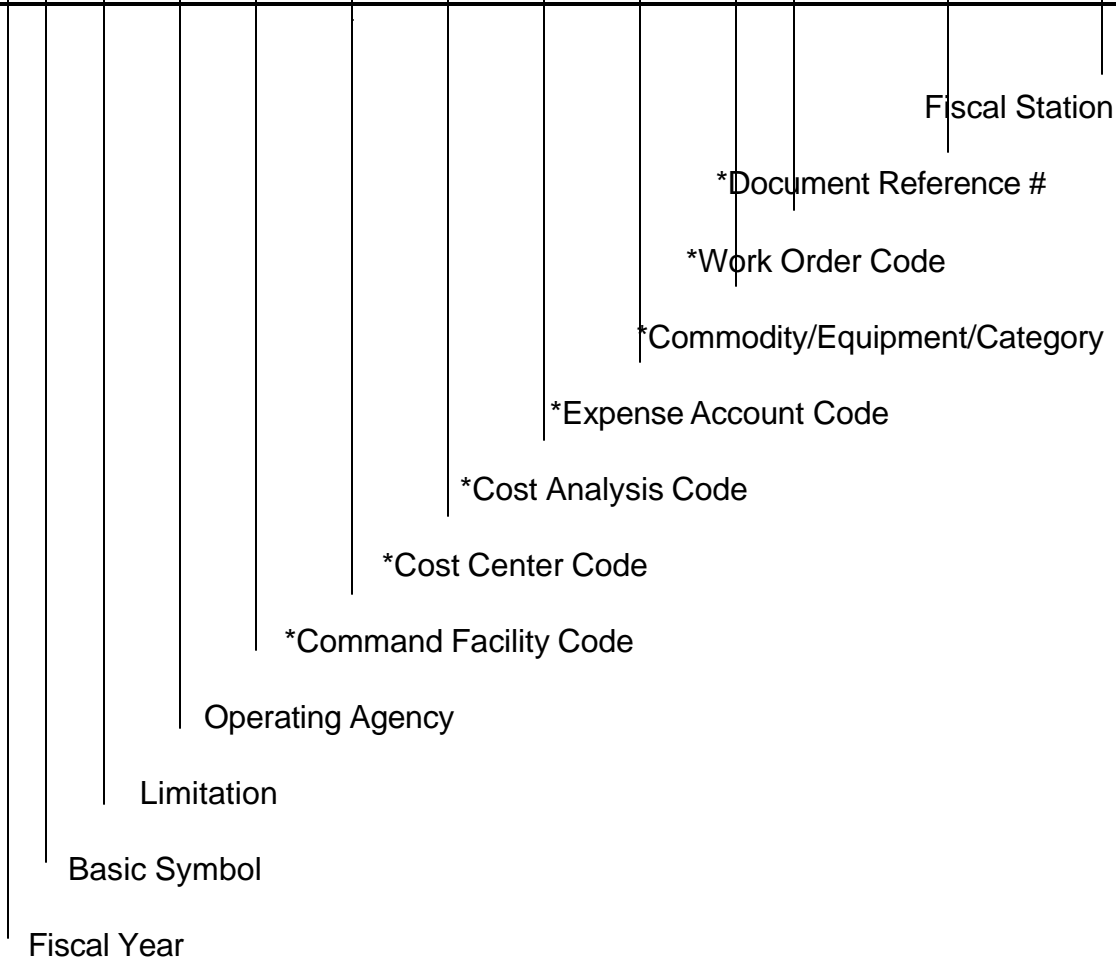
(3) Provide uniform basis for the documentation of accomplishments and resources expended in furtherance of MTMCDSC mission connection with programming, budgeting, managing accounting, manpower utilization and control, and work scheduling.

(4) Provide a basis for measuring effectiveness by relating performance to standards developed for work centers or functions.

d. Standard Accounting Classification for TWCF Appropriations.

The following is an example of the standard accounting classification sequence that must be used for Transportation Working Capital Funds. This format must be used in the order shown for all financial documents in accordance with MTMSDSC 37-2. The web site for DSC Pam 37-2 is <http://dsc12/dsc-intranet> (select “Bulletin Board” and then “Resource Management Division.”)

97 X 4930.FD30 OA35 6001 A100 11210 507/508 40 0001 123456789012 S28113



Department Code

(1) The following parts of the classification are STANDARD and do NOT change.

Department Code - 97(DOD)

Fiscal Year – X(No-year revolving funds)

Basic Symbol – 4930(Defense Working Capital Fund)

Operating Agency – 35(MTMC)

Fiscal Station – S28113(DFAS-OPLOC Omaha)

(2) (*)The remaining parts are specific to the appropriation and can be found in MTMCDSCR 37-2.

Limitation – Specific to the appropriation (DFAS-IN Manual 37-100-FY)
 Command Facility Code – Section I
 Cost Center Code – Section II
 Cost Analysis Code – Section III
 Expense Account Code – Section IV
 Commodity/Equipment/Category – Section V
 Work Order Code – Section VII
 Standard Document Number – Locally Assigned

(3) Although the use of the Commodity/Equipment/Category Code and the Work Order Code are not always applicable, all other items must be included in the fund cite.

(4) The format of the Document Reference number (DRN) is dependant on the type of document being used. For example, a TDY order DRN begins with the first 3 letters of the last name and the last 4 digits of the SSN#, followed with the Travel Order number. MIPR DRN's always use MIPR as the first four characters of the DRN.

e. POC is Ms. Charlotte Mitchell, DSC Budget Division, (757) 878-8352, mitchellc@mtmc.army.mil.

14-11 Billing Rates

a. MTMC Billing Rates.

(1) MTMC revises and publishes billing rates annually. Billing rates are developed and published in three categories. These categories are Port Handling, Over Ocean, and Global POV Contract (GPC).

(2) Over Ocean rates are composed of both Container rates and Breakbulk/Dry Cargo rates. Over Ocean rates apply to cargo booked by MTMC.

(3) Web-site address. A complete set of MTMC Billing Rates can be found on the MTMC web site. The web site is: <http://www.mtmc.army.mil/>. Once at the MTMC web site, click on “Doing Business with MTMC”. Next, Click on “Transportation Services”. You will see “Billing Rates” as the next option.

b. Point of Contact: Glenn Blondin, DSC Budget Division, (757) 878-8364, blonding@mtmc.army.mil.

14-12 Financial Management System (FMS) Reports

- a. FMS reports are the accounting reports containing budget execution and revenue for DSC.
- b. Direct access to the Financial Management System(FMS) reports is not available to any entity outside of the MTMC DSC Budget Division. Therefore, anyone needing an FMS report must request it through Sylvia Jackson, the POC for the MTMC DSC Budget Division. She will electronically FTP the reports to them for the applicable areas. If the FTP is not successful the reports can also be sent Federal Express for the applicable areas.
- c. Reports will be available on the DSC intranet at <http://dsc12/dsc-intranet/rm/rmb.htm>.
- d. Point of Contact – Sylvia Jackson, DSC Budget Division, (757) 878-8369, jacksons@mtmc.army.mil.

14-13 Travel Regulations and Per Diem Rates

- a. References:
 - (1) Joint Federal Travel Regulation (JFTR) Volume 1, Uniformed Service Members.
 - (2) Joint Travel Regulation (JTR) Volume 2, DOD Civilian Personnel.
- b. General
 - (1) The JFTR regulation governs all aspects of military personnel travel entitlements and authorized allowances. The JFTR specifically addresses the do's and don'ts of Temporary Duty Travel (TDY), Permanent Duty Travel (PCS) and addresses the various authorized allowances such as Station Allowance, Cost of Living Allowances, Overseas Housing Allowances, Move-in Housing Allowance, etc.
 - (2) The JTR is the equivalent of the JFTR for DOD civilian employees. The JTR governs all aspects of civilian travel entitlements and authorized allowances. JTR also governs the entitlements for civilian dependent travel and allowances.
 - (3) Per Diem rates for the continental US and JFTR Volume 1 and JTR, Volume 2 are available at web site: <http://www.dtic.mil/perdiem/>.
- c. Point of Contact – Ms. Margot Tate, DSC Budget Division, (757) 878-8362, tatem@mtmc.army.mil.

14-14 Capital Purchase Program (CPP)

a. General. CPP Funds are used to pay for the acquisition of capital assets that are depreciated IAW the DOD Financial Management Regulation. The Capital Purchase Program has a threshold of \$100K, and a limit of \$500K, it includes:

(1) Minor Construction: A project that adds value to real property and supports the Transportation Working Capital Fund (TWCF) mission.

(2) Capital Equipment: Tools or equipment having a normal useful life of one or more years and supports the TWCF mission.

b. References. The reference for CPP is MTMC DSC Reg 37-4. There is no web site at this time.

c. Point of Contact: Ms. Charlotte Mitchell, DSC Budget Division, (757) 878-8352, mitchellc@mtmc.army.mil.

14-15 Official Representation Funds

a. Reference: AR 37-47, Representation Funds of the Secretary of the Army.

b. Official Representation Funds (ORF) also known as Contingency Funds within MTMC maybe used for the following official courtesies:

(1) Hosting authorized guests to maintain the standing and prestige of the United States at home and abroad.

(2) Luncheons, dinners, receptions, and participation expenses at DOD sponsored events held in honor of authorized guests.

(3) Entertainment of local authorized guests required to maintain civic or community relations.

(4) Receptions for local authorized guests to meet with newly assigned commanders

c. Authorized guests:

(1) Federal, state, county, and local government officials.

(2) Prominent citizens of local communities who make a substantial contribution to the Nation or DOD or to the Army's primary mission.

d. DOD personnel:

(1) Military members of the Armed Forces and civilian employees of DOD to include spouses.

(2) Retired military and civilian persons

(3) Reserve forces and the Army and Air National Guard

e. Required ratios of authorized guests to Department of Defense personnel, ORF funds may only finance the total cost of official courtesies when the following ratios are met or exceeded:

(1) Less than 30 total persons – one authorized guest to four DOD personnel

(2) Over 30 or more persons – one authorized guest to one DOD person

f. Procedure for obtaining Official Representation Funds:

(1) Fiscal year requirement is submitted to the Protocol Officer at DSC for approval from MTMC Headquarters.

(2) Invitation list is prepared indicated authorized guests and DOD personnel and submitted to the DSC JAG for legal review.

g. Reimbursement procedures:

(1) Complete SF 1034 (Public Voucher for Purchase of Services), and include all receipts. The SF 1034 must include the SSN of the person being reimbursed.

(2) Completed DA Form 4843(R), Guest and Attendance Sheet.

(3) The above documentation will be submitted to DSC for approval and submission to DFAS Omaha.

h. Point of Contact: Ms. Charlotte Mitchell, DSC Budget Division, (757) 878-8352, mitchellc@mtmc.army.mil.

14-16 Transportation Account Codes (TAC)

a. Transportation Account Codes are an integral element of MILSTAMP. Proper use of a TAC is essential to earning revenue in MTMC.

b. A TAC will be disseminated through operational channels, normally in the OPORD, for all exercises, contingencies, preposition vessels, and relief operations.

c. A complete listing of all TAC's can be found on the Master TAC Table. This master TAC table can be found on the Internet at the following address:
http://www.daas.dla.mil/tac_inq/tac_menu.html.

d. Point of Contact – Jim Scott, DSC Budget Division, (757) 878-8365,
scottj@mtmc.army.mil.

14-17 MT Form 150 Labor Reports

a. References: MTMC Regulation 37-9, Accounting for Labor

b. The MT Form 150 is the official record used to record productive time, nonproductive time and work unit data used by MTMC to develop labor cost data for the civilian work force. The information recorded is input into the Financial Management System (FMS) and is used to measure the cost effectiveness in the performance of assigned missions by relating performance costs to continue budgeted cost estimates. The accuracy and therefore the output from the FMS are directly related to the quality of the input – which is the MT Form 150.

c. The productive and nonproductive time of all civilian personnel will be recorded to applicable command/facility, cost center, cost analysis and sub-functional codes. The costs recorded in the MTMC Army Industrial Fund are reconciled with payroll data from civilian payroll offices; therefore, the MT 150, Labor Report must reflect the same data as the time and attendance cards used to pay civilian employees. The data used for each employee should be in agreement with the employee information in the Labor Master File. The Labor Master File is updated on a monthly basis.

d. The MT 150's are a monthly report that cover the period of time from the 26th of the previous month through the 25th of the current month (i.e., November's report would be from 26 October to 25 November). Automated 150 for each employee are produced from the system to be used to record the data for each employee. If you desire, an Excel spreadsheet may be used in place of the automated report in order to take advantage of automation capabilities. Whichever method is used, the MT 150's are due to DFAS-OM for processing near the 20th of each month, thus there is a need for estimated projections.

e. Commanders are responsible for the administrative control of MT 150's. This will be accomplished by the following:

(1) Designate personnel and alternates at the timekeeping level with responsibility for completion of the MT 150's. Furnish the names of designated personnel to the DSCRM at MTMC-DSC (MTDC-RMS).

(2) Require each supervisor to certify in the appropriate block on the MT 150 that the information entered on the form by designated personnel is correct and agrees with time and attendance reports submitted to the servicing payroll offices.

(3) Ensure a separate MT 150 is submitted for every civilian employee.

(4) Ensure the total hours for the month are fully accounted for on each MT 150 except for accessions and separations.

(5) Designate an organizational element or an individual to assemble and submit the original MT 150's to DFAS-OM on a timely basis.

f. Point of Contact –Steve Sheffler, DSC Manpower and Programs Division, (757) 878-7489, shefflers@mtmc.army.mil.

14-18 Actual Expense Allowance (AEA) for Travel

a. References:

(1) Joint Travel Regulations (JTR), Civilian Personnel

(2) Joint Federal Travel Regulation (JFTR), Military Personnel

b. The applicable per diem rate is generally adequate. However, the allowable per diem rate may be insufficient for a particular travel assignment because of special duties or because costs for items have increased. In other situations, employees may incur occasional expenses for lodging or meals when lodging and meals are being furnished without cost, and a per diem allowance hasn't been authorized for these expenses. AEA may be authorized/approved for travel that meets conditions if the actual and necessary expenses exceed the maximum per diem allowance. Notwithstanding the conditions cited, the actual expense authority may not be used as blanket authority to authorize/approve automatic AEA for all travel to an area where the reimbursement rate is inadequate. The actual expense authority may be used only on an individual trip basis, and only after appropriate consideration is given to the facts existing in each case at the time the travel is directed and performed. If it becomes necessary to exercise this authority repetitively or on a continuing basis in a particular area, a request as prescribed may be submitted for an adjustment of the applicable rate. Except as otherwise noted, the definitions and rules applicable to an employee's entitlement to a per diem incident to a TDY assignment apply to travel on an actual expense basis. Examples of travel assignments or situations that may warrant authorization/approval of AEA include but aren't limited to the following:

(1) Employee travels with a dignitary and is required to stay in the same hotel.

(2) Travel is to an area where the applicable maximum per diem rate is generally adequate, but costs escalate for short periods of time during special functions or events such as missile launching periods, international or national sports events, world's fairs, conventions, or natural disasters.

(3) Under circumstances described in item (2) above, affordable lodgings aren't available or can't be obtained within a reasonable commuting distance of the employee's TDY site, and transportation costs to commute to and from the less expensive lodging facility consume most or all of the savings achieved from occupying less expensive lodging.

(4) An employee, because of special duties of the assignment, necessarily incurs unusually high expenses while conducting official business, such as to procure superior or extraordinary accommodations including a suite or other quarters for which the charge is above the lodging ceiling.

(5) An employee necessarily incurs unusually high expenses incident to assignment to accompany another employee in a situation as described in item (c).

c. When AEA appears warranted for a specific travel assignment, a letter or message request furnishing details may be submitted in accordance with the JTR with a recommended AEA maximum. Every effort must be made to ensure uniformity of allowances for members of the Uniformed Services and civilian employees who travel together or to the same place under similar travel and TDY conditions. Requests for these allowances must be accompanied by a full statement of the facts, the number of employees involved, and the reasons why per diem allowances aren't sufficient. AEAs must be authorized before travel begins and stated in the travel order. AEA may be authorized/approved for the entire period of a trip including travel time or, when appropriate, per diem or AEA may be authorized/approved for different portions of trips (for example, when there is a relatively long period of travel time or travel and assignment in several localities on a single itinerary). The request should be sent through MTDC-RMS to the Chief of Staff. The request should contain any of the following information that is relevant to the trip:

- (1) Specific reason for travel.
- (2) Whether meetings with technical, professional, or scientific organizations are involved.
- (3) Whether international conferences or meetings are involved.
- (4) Identity of the senior member of the party, whether civilian or military, including grade, full name, SSN, and branch of Service.
- (5) Names and titles of foreign governmental contacts, if any.
- (6) Roster of other employees or members of the Uniformed Services also performing the travel or TDY involved, including grade, full name, SSN, and branch of Service.

(7) Proposed itinerary identifying the places to be visited, the length of duty at each place, and the inclusive dates of travel.

(8) Information covering special arrangements, such as provisions for use of special Government quarters, messes, open messes, motels, restaurants, etc.

(9) Other information indicating expected expenses, amount of allowances necessary, or reasons why normal per diem is inadequate.

(10) Reasons normal accommodations within the prescribed per diem allowance are inadequate.

(11) Name and phone number of individual who may be contacted concerning the request.

d. A listing of the types of expenses that are considered either allowable expenses or expenses not allowed are contained in paragraph C4601 – Types of Expenses in the JTR.

e. When the actual expenses incurred during any day are less than the daily amount authorized, the traveler is reimbursed only for the lesser amount. The daily amount authorized shall not be prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a travel day may be allowed only to the extent determined to be reasonable by the order-issuing official. In no case may the amount reimbursed be more than the amount authorized/approved in an AEA for the area. The daily maximum limits are generally limited to 150 percent of the per diem rate for travel.

f. Requests may be made for authorization up 300 percent of the per diem rate if certain circumstances are met. See paragraph C4602 – AEA Maximums in the JTR for further guidance.

g. The following items are necessary during preparation of the payment voucher when AEA is be claimed.

(1) Each voucher submitted for AEA must be accompanied by an itemization of expenses (see par. C4601-A in the JTR), listed to indicate clearly the expenses applicable to each calendar day. The list should include only allowable expense items and must not include items for which there are provisions for claiming separate reimbursement, such as taxicab fares, registration fees, etc. A "Statement of Actual Expenses" (DD Form 1351-3) is used for listing the actual expenses, and is submitted in support of the travel voucher. When reimbursement for M&IE is on a per diem basis (as prescribed in par. C4602-B4), itemization is not required.

(2) Lodging receipts are required. A statement instead of a receipt for the use of Government quarters is acceptable if authorized in Service Regulations. Receipts for any individual meal costing \$75 or more (excluding tips) are required, unless they are impracticable to obtain or have been inadvertently destroyed, in which case a statement to that effect must be furnished. When reimbursement for M&IE is on a per diem basis (as prescribed in par. C4602-B4), receipts for M&IE aren't required.

h. Point of Contact – Mr. Bud Drew, DSC Budget Division, (757) 878-8336,
drewb@mtmc.army.mil.

14-19 Time and Attendance Processing

a. References:

- (1) DOD Financial Management Regulation, Vol 8, Civilian Pay Policy and Procedures
- (2) HQ Military Traffic Management Command Time and Attendance Standard Operating Procedures

b. Using the procedures outlined in reference (2), ensure that all timecards are forwarded to the transmitting timekeeper no later than COB of the Monday after the end of the pay period.

14-17

c. Point of Contact – POC is Bud Drew, DSC Budget Division, (757) 878-8336, drewb@mtmc.army.mil.

14-20 Receiving Reports

a. Reference: DFAS-IN 37-1, Section III

Types of Receiving Reports:

Ocean Carriage

Commodity

Manhour (MT271)

Other

b. General: Before payments for goods and services can be made, there must a certification (i.e. Receiving Reports), that the contracted goods and services were in fact received.

c. Receiving Report - American Auto Logistics (AAL)

(1) This is a detailed printout of activity/services. Used to certify the amount and type of work performed by the contractor in accordance with the contract.

(2) There is no prescribed format for receiving report. They must contain the following information:

- (a) The procurement/contract number.
- (b) Description of services performed.
- (c) The date services were performed.

(d) The name, title, and telephone number of the US Government official responsible of the approval function.

(3) The certified date and invoice dates are necessary to determine the payment due date under the PPA. If the contractor questions payment timing, the CORs will resolve the dispute.

(4) The contractor supplies weekly copy of receiving report to the activity/COR for certification/approval.

(5) The receiving report is compare to the DD 788, signed if correct and then faxed to MTDC-RMS from the COR.

d. Contractor Responsibilities. AAL contractor performs the service and provides the receiving report to the MTMC representative (COR) to verify performance.

e. MTMC Responsibilities

(1) MTMC representative is COR (Contracting Office Representative)

(2) COR must supply a signature card (DD Form 577) to MTDC-RMS.

(3) COR will be certified once completion of the certification class, as required.

(4) COR will receive the receiving report from the contractor, perform the certification function and maintain file copies of the documentation.

f. Receiving Report - Stevedore and Related Terminals Services (S&RTS)

(1) The Terminal provides the contractor with a weekly copy of the Contract Commodity Vessel/Dock Summary. This is a detailed printout of activity/services provided during the previous dockweek and/or vessel operation. The report is used to certify the amount and type of work performed by the contractor in accordance with the contract.

(2) There is no prescribed format for receiving report. They must contain the following information:

(a) A description of services performed.

(b) The date services were performed.

(c) The name, title, and telephone number of the US Government official responsible for the certification of the workload.

g. Contractor Responsibilities

Contractor performs the service in accordance with the provisions of the contract. When the contractor receives the original Vessel/Dock Summary, he/she will verify that it reflects the workload performed and invoice MTMC DSC. The invoice must contain the Vessel/Dock run date and page number for the services invoiced.

h. Terminal Responsibilities

(1) The terminal representative is responsible to certify that the workload reflected on the Vessel/Dock Summary is correct or make the necessary corrections. The workload must then be certified using the following statement:

I certify that the services covered by this document have been satisfactorily performed as stated and have been accepted by the U.S. Government.

(2) The certified Vessel/Dock Summary is then forwarded to MTMC DSC, MTDC-RMS.

(3) The terminal representative must supply a signature card (DD Form 577) to MTDC-RMS.

i. Point of Contact – POC is Walter Houck, DSC Stevedoring and Contract Systems Division (757) 878-8330, houckw@mtmc.army.mil.

APPENDIX A

MTMC PHONE AND ORGANIZATIONAL DIRECTORIES

A-1. HQMTMC and DSC, phone directories (as well as the phone number for all Terminal Commanders) are available on-line at the DSC Intranet home page.
<http://144.105.16.47/dsc-intranet> (phone listing selection)

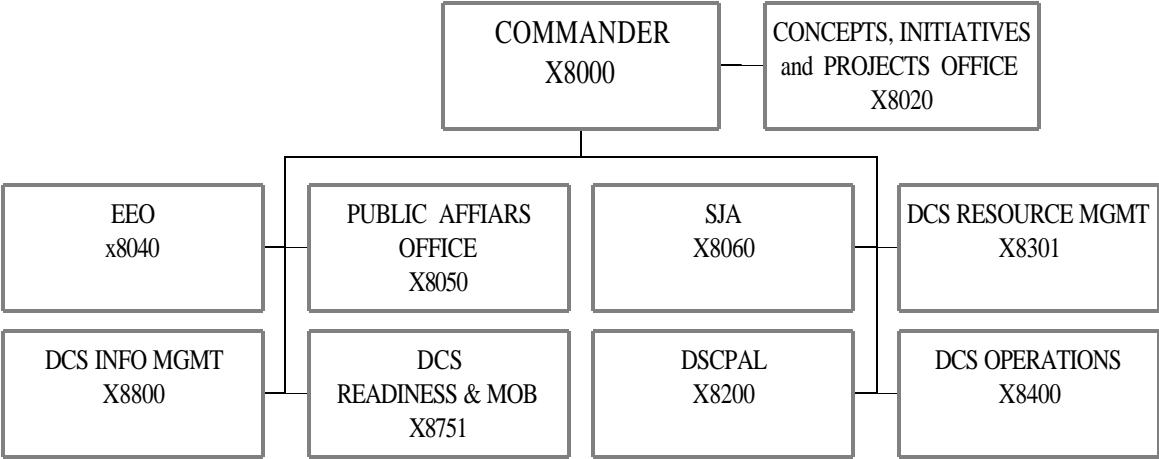
A-2 The organizational directories for HQ, DSC, 598th, and the 599th are listed below.

1. For more information on HQMTMC, access the HQMTMC intranet at
<http://144.101.11.4/fallschurch/welcome/index-welc.htm> (select the “Directorate’s Corner” icon).

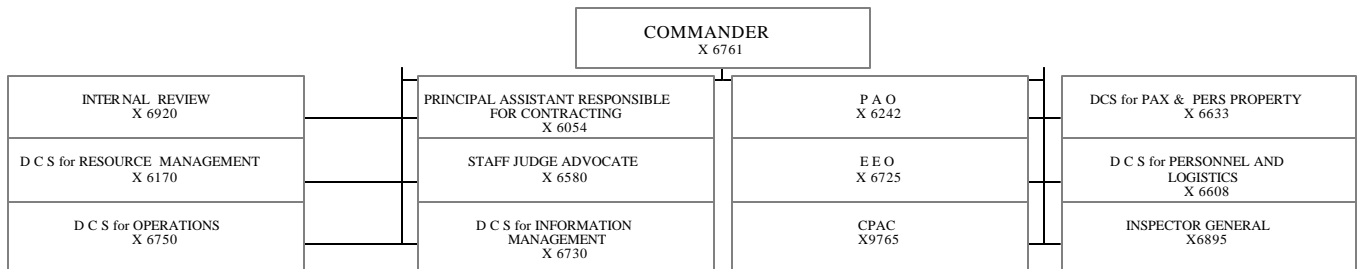
2. For the Deployment Support Command, access the DSC intranet at
<http://dsc12/dsc-intranet>.

3. The 599th Transportation Terminal Group web site is at <http://mtpc-www.army.mil>.

DSC

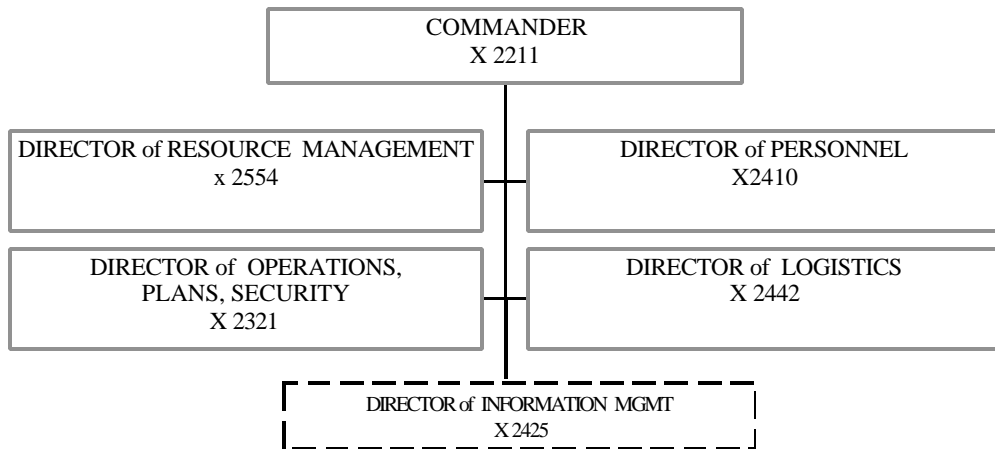


HQ MTMC



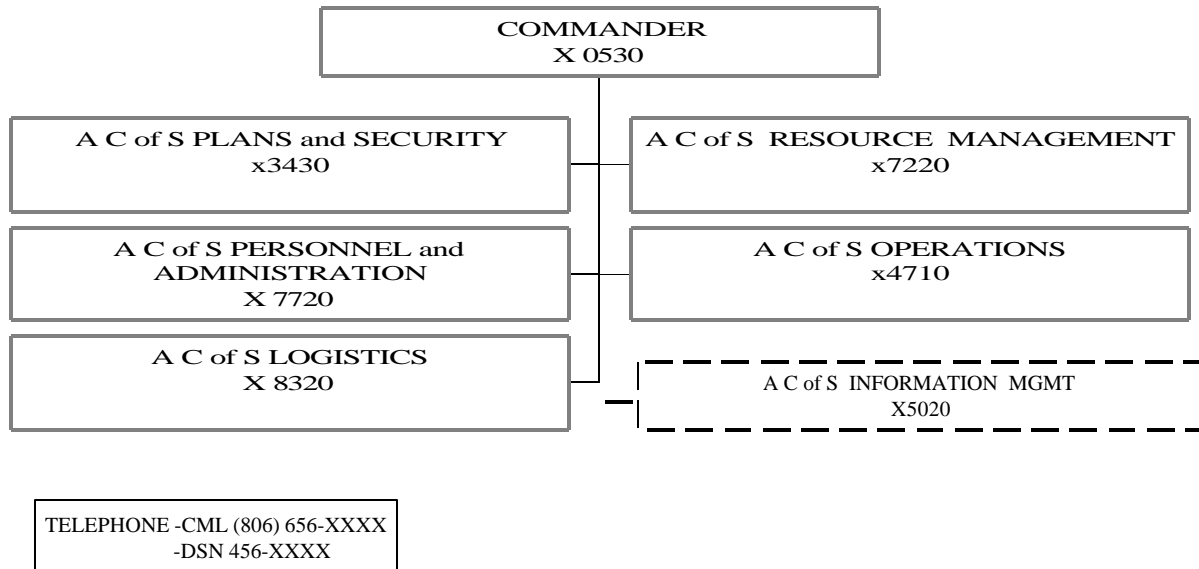
TELEPHONE -CML (703) 681-XXXX
-DSN 761-XXXX

598th Trans Gp



TELEPHONE -CML 31-10- 459-XXXX
-DSN 362-XXXX

599th Trans Gp



Appendix B

MISSION STATEMENT FOR 598th TRANSPORTATION TERMINAL GROUP AND ITS SUBORDINATE TERMINALS

Mission for 598th Transportation Terminal Group

Responsible for receipt and throughput of DOD sponsored cargo transiting the Defense Transportation System during peace and war in support of the deployed forces. Performs other transportation services in the Northern and Southern Flanks of NATO as directed. Oversees cargo bookings for European Theater, Africa, and parts of Asia. Works in direct support of the United States European Command and serves as a special officer to CINCUSEUCOM. (Commercial phone – 011 (31) 10-459-2211, DSN (314) 362-2211.)

1. 831st Transportation Battalion: (Manama, Bahrain) (Commercial phone 011(973)72-4914/5, DSN (318) 439-4914/5).

- (a) Kuwait Detachment (Camp Doha) (011(965)487-8822 ask for 438-5493/7, or DSN (318)438-5493/7)
- (b) Dhahran Detach. (Saudi Arabia) (011(966)3-899-1119, ask for 431-7061 DSN (318) 431-7061)
- (c) Qatar Detachment (Doha) (011(974)60-5291)

Arrange and provide ocean terminal services for import/export cargoes sponsored by DOD for the US Central Command (USCENTCOM) theater of operations. Perform assigned Water Clearance Authority (WCA) responsibilities, and provide Defense Transportation System (DTS) container management and accountability.

2. 838th Transportation Battalion: (Rotterdam, Netherlands)

Direct water terminal operations and services in assigned AOR to include receipt, documentation, and handling and port clearance of DOD-sponsored cargo and execute the assigned portion of the Headquarters, MTMC Europe terminal operations plan. (011(31)10-459-2530/2, DSN (314) 362-2530/2)

3. 950th Transportation Company (Bremerhaven, Germany)

Command and control water terminal operations in assigned AOR to include receipt, documentation, handling and port clearance of DOD-sponsored cargo and execute the assigned portion of the Headquarters, MTMC Europe terminal operations plan. (011-(49)471-891-8344/8704)

4. 951st Transportation Company: (United Kingdom)

Command and control water terminal operations and services in assigned AOR to include receipt, documentation, handling, port clearance and container control of DOD-sponsored cargo and execute

the assigned portion of the Headquarters, MTMC Europe terminal operations plan. (011-(44)147-324-2101/2103, DSN (314) 227-2101/2103)

5. Rhine River Detachment: (Mannheim, Germany)

Plan, coordinate, control and execute the handling, documentation, and port clearance of import and export DOD cargo shipped via European highway, rail and inland waterway systems. (011(49)621-1240-100/240, DSN (314)380-4473, x100/240)

6. 839th Transportation Battalion (Camp Darby, Italy)

Command and control water terminal operations and services in assigned AOR to include receipt, documentation, handling and port clearance of DOD-sponsored cargo and execute the assigned portion of the Headquarters, MTMC Europe terminal operations plan. (011(390)050-547545, DSN(314) 633-7545)

7. 952nd Transportation Company (Azores)

Provide quality terminal service in support of the 65th Support Wing, the U.S. Forces Azores and all DOD personnel operating in or transiting through the Azores (011(35)195-540100, x23691/24153) DSN (314) 245-3691/4153)

8. 953rd Transportation Company: (Piraeus, Greece)

Command and control water terminal operations and services in assigned AOR to include receipt, bookings, documentation, handling and port clearance of DOD-sponsored cargo and execute the assigned portion of the Headquarters, MTMC Europe terminal operations plan. (011(30)1-400-7865/7824)

9. 840th Transportation Battalion (Izmir, Turkey)

Command and control water terminal operations and services in assigned AOR to include receipt, documentation, port handling, port clearance and inland movement of DOD-sponsored cargo. Execute assigned portions of HQ, MTMC Europe terminal operations plans and appropriate Joint Service Contingency Plans. (011(90)232-441-7042, DSN (314)675-3626/3206)

10. Incirlik Detachment

Command and control water terminal operations and services in assigned AOR to include receipt, documentation, port handling, port clearance and inland movement of DOD-sponsored cargo. Execute assigned portions of HQ, MTMC Europe terminal operations plans and appropriate Joint Service Contingency Plans. (011(90)322-316-3650, DSN (314) 686-3650.)

Appendix C

MISSION STATEMENT FOR 599th TRANSPORTATION TERMINAL GROUP AND ITS SUBORDINATE TERMINALS

<http://mtpc-www.army.mil>

Command and control of MTMC common-user ocean terminals in the Pacific and Indian Oceans. Manage ocean movement of Department of Defense (DOD) and Defense Transportation System (DTS) sponsored cargo. Plan for and support combatant commands, including deployment of port operations Deployment Support Teams during exercises, mobilization, war or emergencies. Provide liaison with unified and combined commands in theater. Monitor ocean carrier performance and compliance with Military Sealift Command (MSC) shipping and container agreements and contracts. Exercise traffic management responsibility for the DOD Personal Property Movement and Storage Program within Pacific Command. (Commercial phone (808) 656-0530/7130, DSN (315) 456-0530/7130.

1. 835th Medium Port Command: (Naha, Okinawa)

To plan for and deploy deployment support teams in support of off-island exercises, contingencies, and humanitarian missions. To participate in contingency planning with all services on Okinawa. To conduct terminal operations at Naha Military Port, Tengan Navy Pier, and White Beach. Conduct container control functions at Aja commercial port. Provide military common-user ocean terminal and common-user land transportation (CULT) for all forces on Okinawa. To provide traffic management services to all components on Okinawa. (Comm'l 011-81-98-857-3844/859-1942, DSN (315) 637/7729/07.

2. 836th Medium Port Command: (Yokohama, Japan)

To provide water terminal services for Department of Defense interest cargo transiting common user military and commercial water terminals in Japan (less Okinawa) and to support Far East contingency plans. (Comm'l 011-81-45-453-5778, DSN 315-269-6300.)

3. 837th Medium Port Command: (Pusan, Korea)

Serves as Strategic Port Manager (SPM) and operator for United States Forces Korea. Provides theater-wide ocean terminal services, export cargo booking, container control management, sealift contract administration, and operates Vehicle Processing Centers in Pusan and Seoul. Serves as USFK's primary seaport planner. On order, supports MTMC Pacific deployments. (Commercial 011-82-51-801-7100, DSN 315-763-7100.

Appendix D

MTMCDSC PORT SURVEY CHECKLIST

POC is Mr. Dan Monahan, DSN 927-8607, monahand@mtmc.army.mil.

D-1 PORT ADMINISTRATION:

- a. The Port Of _____.
- b. Officials contacted for information:

Port Authority:

Name: _____

Address: _____

City: _____ State: _____ Country _____

Phone: (____) ____ - ____ FAX: (____) ____ - ____

Telex: _____

Port Captain:

Name: _____

Address: _____

City: _____ State: _____ Country _____

Phone: (____) ____ - ____ FAX: (____) ____ - ____

Telex: _____

Agent:

Name: _____

Address: _____

City: _____ State: _____ Country _____

Phone: (____) ____ - ____ FAX: (____) ____ - ____

Telex: _____

U.S. Official (i.e., MILGRP or AMEMB)

Name: _____

Address: _____

City: _____ State: _____ Country _____

Phone: (____) ____-____ FAX: (____) ____-____

Telex: _____

D-2. MARINE ROUTE INFORMATION:

a. Channel depth at MLW.

b. Channel width.

c. Tidal variation in feet.

d. Depth alongside berth.

e. Mileage from port to open water.

f. Requirement and availability of pilots

g. Bridge or overhead restrictions, above MHW.

h. Channel (VHF) of communication guard maintained.

i. Hours of operation.

j. Availability of launch service.

k. Availability of tugs

l. Turning Basin information:

Location	Depth	Dimensions	Maximum ship length

m. Anchorage information:

Anchorage name			
Draft (WLW)			
Location			
Navigational Restrictions			
Net Explosive limit			

D-3 WHARF INFORMATION:

Berth number			
Berth length			
Depth alongside			
Apron Height (MLW) (feet)			
Apron Width (feet)			
Deck strength (PSF)			
Apron Lighting			
Wharf Cranes - Fixed			
Portable			
Container Cranes – Fixed			
Portable			
Roll-on/roll-off ramps Y/N			
Straight back or slowable ramps			
# of apron rail tracks			
Transit shed Y/N			

D-4 TRUCK RECEPTION CAPABILITY:

a. Gate and highway access:

Name or number of connector route to the port			
Number of lanes			
Speed limit			
Gate name			
Lanes in			
Lanes out			
Gate capacity (vehicles per hour)			
# fixed truck load/unloading ramps			
# portable truck load/unloading ramps			
Scales Y/N			
Marshaling area			

b. Describe road conditions and congestion of connector routes to the port.

D-5 RAIL RECEPTION CAPABILITY:

a. Rail access and operations:

Terminal name			
# of rail tracks providing access to port			
Trains per day			
# of rail unloading tracks for unit equip.			
# of rail unloading tracks for containers			
# and capacity of fixed ramps			
# and capacity of portable ramps			
Capacity of rail holding yard within the port			
Capacity of holding yards within 10 miles of the port.			
Railroad company			
Is railhead licensed for handling explosives Y/N			

b. Provide information regarding clearance restrictions.

c. Indicate companies that own the track and perform switching.

d. Discuss conditions of track within and accessing port, to include speed restrictions.

D-6 STAGING/STORAGE CAPABILITY:

Name of staging/storage area			
Acres of available open staging area			
Condition of staging area			
Paved			
Gravel			
Unimproved			
Adequacy of lighting			
What berths are served by staging area?			
Number of unloading positions			
Truck			
Railcars			
Transit sheds:			
Availability			
Condition			
Square feet			
Warehouse for helicopters			
Capability of holding reefer containers			

D-7 MATERIAL HANDLING EQUIPMENT:

Container to chassis MHE			
Container to railcar MHE			
Equipment Type			
Capacity (STON)			
Owner			
Number of fixed container cranes			
Number of portable container cranes			
Number of fixed wharf cranes			
Number of portable wharf cranes			
Bi-level and tri-level equipment			

D-8 AIRPORTS (within 50 miles):

Name of airport			
Number of runways			
Length of runways			
Width of runways			
Helicopter operations			

D-9 INTERMODAL FACILITIES:

Intermodal facilities within 25 miles of the port?

D-10 SAFETY:

- a. Availability of terminal accident/emergency services?
- b. Average response times if not on terminal?
- c. Does the port have an emergency evacuation plan?

D-11 LODGING/BILLETING:

- a. Hotels/billeting near the terminal?
- b. Availability of office space on the terminal?
- c. Information regarding local transportation, car rental, and commercial airlines?

Appendix E

SAFETY AWARENESS TIPS

POC is Ms. Tiney Sales (DSCPAL – Safety Office), (757) 878-8210, salest@mtmc.army.mil

E-1 Terminal Safety.

- a. Reference. MTMCR 56-69, Surface Transportation Terminal Operations
- b. General.

(1) An important part of a new commander's indoctrination should include verifying the terminal has an updated annual safety management plan of action. The plan of action must focus on eliminating actual and potential accident causes, resolving safety-related operational or managerial problems, and facilitating compliance with safety requirements.

(2) Other safety related programs each terminal is required to have include: Safety Management Program, Environmental Program, Disaster Control Plan, and a schedule for quarterly safety meetings.

E-2 Safety Tips

MAKE TIME FOR SAFETY

The mission of the Military Traffic Management Command (MTMC) is to meet defense transportation needs during peace and war with emphasis on service and economy. MTMC is responsible for the import and export of DOD cargo. Operating safely depends on individual attitude, knowledge and judgment. No operation is so critical that it will take precedence over performing a task the right way, the safe way.

PORT/TERMINAL SAFETY

- ◆ Conduct safety briefings for all personnel prior to the start of each operational shift.
- ◆ Ensure only trained personnel perform technical or mechanical duties.
- ◆ Personal Protective Equipment (PPE) will be worn by all personnel engaged in duties that harbor potential occupational hazards.
- ◆ Visitors will wear hard hats, hearing/eye protection, and other required PPE while in operational areas.
- ◆ Smoking is prohibited, except in designated areas.
- ◆ Conduct safety inspections of equipment, facilities and work areas prior to any operation.
- ◆ Be familiar with emergency F-1 response

- ◆ procedures for your location.

HAZARDOUS MATERIALS (HAZMAT)

- ◆ The Hazardous Materials Table located in 49CFR, Part 172.101 is the focal point for determining requirements that apply to each HAZMAT shipment.
- ◆ Transportation of hazardous materials will be conspicuously identified on all shipping papers.
- ◆ Shipping forms will include in sequence proper shipping name, hazard class, UN/NA identification number, packing group, and an emergency response number.
- ◆ HAZMAT employees should be familiar with crisis procedures outlined in the DOT Emergency Response Guidebook.

FIRE PREVENTION

- ◆ Use the right equipment for the job (i.e., waterproof cords and sockets).
- ◆ Study the operating instructions for all electrical equipment or machinery before use.
- ◆ Don't yank extension cords to disconnect them. Keep them away from heat, oil and sharp edges.
- ◆ Don't use makeshift wiring.
- ◆ Don't use faulty equipment that gives off sparks, mild shocks, unusual heat or odors.
- ◆ Don't place a fuse into a live circuit; use only the right types and size.
- ◆ Conduct periodic safety inspections; all electrical hazards should be corrected immediately.

OFFICE SAFETY

- ◆ Be alert for slippery floors, loose carpeting, open file drawers, and telephone cords that may present tripping hazards.
- ◆ Do not carry stacks of materials when traveling up and down stairs; use the elevator. Use handrails whenever traversing stairways.
- ◆ Place heavy objects stored on shelves or in cabinets at the bottom.
- ◆ Good housekeeping enhances office safety. Make it a habit!
- ◆ Know fire extinguisher locations and how to use them.
- ◆ Post emergency evacuation routes and periodically test evacuation procedures.

ACCIDENT REPORTING

- ◆ Report all injuries to DA civilian employees requiring medical treatment on Department of Labor Form CA-1.
- ◆ Report all accidents/injuries to civilian and military personnel and/or U.S. government property damage in excess of \$2,000 on DA Form 285 within 15 days.
- ◆ Report all "Lost Time" injuries and occupational illnesses within 48 hours.

EMERGENCY PHONE NUMBERS

- ◆ MTMCDSC SAFETY OFFICE: (757) 878-8210/8226. DSN 927, after hours, dial the MTMC SDO @ (757) 878-8141
- ◆ Military Shipments:
 - Explosives/Ammunition incidents (703) 697-0218
 - All other dangerous goods incidents 1-800-851-8061
- ◆ CHEMTREC 1-800-424-9300

JUST ONE

- ◆ It takes 1 minute to write a safety rule.
- ◆ 1 hour to hold a safety meeting.
- ◆ 1 week to plan a safety initiative.
- ◆ 1 month to write a safety regulation.
- ◆ 1 year to earn a safety award.
- ◆ 1 lifetime of commitment to make a safe worker.

BUT IT TAKES LESS THAN 1 SECOND TO DESTROY IT ALL WITH A SINGLE ACCIDENT.

Appendix F

TERMINAL/PORT VULNERABILITY DETERMINATION SYSTEM

TERMINAL/PORT VULNERABILITY DETERMINATION SYSTEM

Note to the reader: This Appendix may be placed on the MTMC Intranet. For more information, please contact Mr. Alton Stowell @ (757) 878-8416/7416, stowell@mtmc.army.mil.

F-1. Constraints on resources deem it impractical to conduct a comprehensive vulnerability survey at every MTMC terminal/port or commercial facility. What is needed is a yardstick that provides a continuous means for determining priorities of actions and resources necessary to reduce facility vulnerability to terrorist and/or criminal acts. Therefore, the enclosed measurement system was developed to be combined with physical security/crime prevention surveys and terrorist threat assessments to provide unit commanders with information needed to make an accurate vulnerability determination.

F-2. The system works on a 0-100 point scale, whereby the higher the value the higher the vulnerability. Threat considerations space is available for staff officer comments, i.e. an installation has five general officers, but can only receive three points. A note would be placed under threat considerations that a potential hazard to these officers exists because of their attractiveness as targets. To determine vulnerability, consider the following eleven major factors. No one factor should be considered in isolation as they are interdependent:

- Installation Characteristics and Sensitivity
- Status of Training
- Communications
- Availability of External Non-Military Resources
- Time/Distance from Other US Military Installations Capable of Rendering Assistance
- Time/Distance from Urban Areas
- Area Social Environment
- Proximity to Borders
- Routes of Access/Egress

--Population Density of Installation

--Terrain

F-3 Factor Quantification.

1. Installation Characteristics and Sensitivity (18 points)

___ VIPs (1 point per star, 3 points foreign personnel) (6 points maximum)

___ Mission Sensitivity: (6 points maximum)*

Nuclear, Chemical, ASA (6 points)

R & D Facility (5 points)

MTMC Port/Terminal (4 points)

FORSCOM Installation (4 points)

TRADOC Installation (2 points)

___ Current Threat Analysis by MI (Available, 0 points; Unavailable, 3 points)

___ Open Post, 2 points; Closed Post, 0 points

___ Symbolic value (1 point) e.g. Shrine, Museum, Historically significant artifacts, etc.

* If more than one of these categories apply to your installation or activity, assess maximum point value. All installations should be capable of establishing and maintaining perimeter barrier integrity, especially in emergency situations.

THREAT CONSIDERATIONS:

2. Status of Training (12 points)*

___ No operational EOC and no trained installation personnel (12 points)

___ Operational EOC, but no trained installation personnel (9 points)

___ Operational EOC, trained installation personnel, but required equipment not fully available (7 points)

___ Operational EOC, trained installation personnel and required equipment available (3 points)

___ Operational EOC, trained installation personnel, required equipment available and the system is tested semiannually (0 points)

* Select the most appropriate response. Consideration should be given to establishing, equipping, maintaining, and testing of the EOC, and other special threat personnel. Trained installation personnel refers to special reaction teams, hostage negotiators, crisis management personnel, communications specialists, etc.

THREAT CONSIDERATIONS:

3. Communications (10 points)

___ Communications with lower elements only (4 points)

___ Communications with lower and lateral elements only (3 points)

___ Communications with higher, lower, and lateral units (0 points)

(a) Land Line Telephone

___ Non-dedicated (4 points)

___ Dedicated point-to-point (2 points)

Secure Dedicated (0 points)

(b) Radio

___ Non-dedicated (2 points)

___ Dedicated (1 point)

0 Secure Dedicated (0 points)

THREAT CONSIDERATIONS:

4. Availability of External Non-Military Resources (8 points)*

<u>Law Enforcement Resources</u>	<u>Time/Distance</u>			
	<u>1hr</u>	<u>2hr</u>	<u>3hr</u>	<u>+3hr</u>
Trained, Federal and Local	1	2	3	4
Trained Federal	2	3	4	5
Trained Local	3	4	5	6
Non-trained Local	4	5	6	7
Non-available	8	8	8	8

* Select the most applicable response. Consider which law enforcement agencies are available, their resources, training and response time. Coordinate with that agency's point of contact to periodically exercise contingency plans to test response time and capabilities. Note that the term federal refers to US and host government agencies.

THREAT CONSIDERATIONS:

5. Time/Distance from Other US Military Installations Capable of Rendering Assistance (7 points)

<u>Time (hrs)</u>	<u>Distance (miles)</u>			
	<u>0-29</u>	<u>30-59</u>	<u>60-90</u>	<u>90+</u>
1.5	0	1	2	3
2	1	2	3	4
2.5	2	3	4	5
3	3	4	5	6
+3	4	5	6	7

COMMENTS: Coordination should be made with the closest installation capable of providing assistance. Plans should be developed and tested to determine response times, necessary equipment, etc. Discuss in the threat considerations space limiting factors, compensatory measures, etc.

THREAT CONSIDERATIONS:

6. Time/Distance from Urban Areas (8 points)*

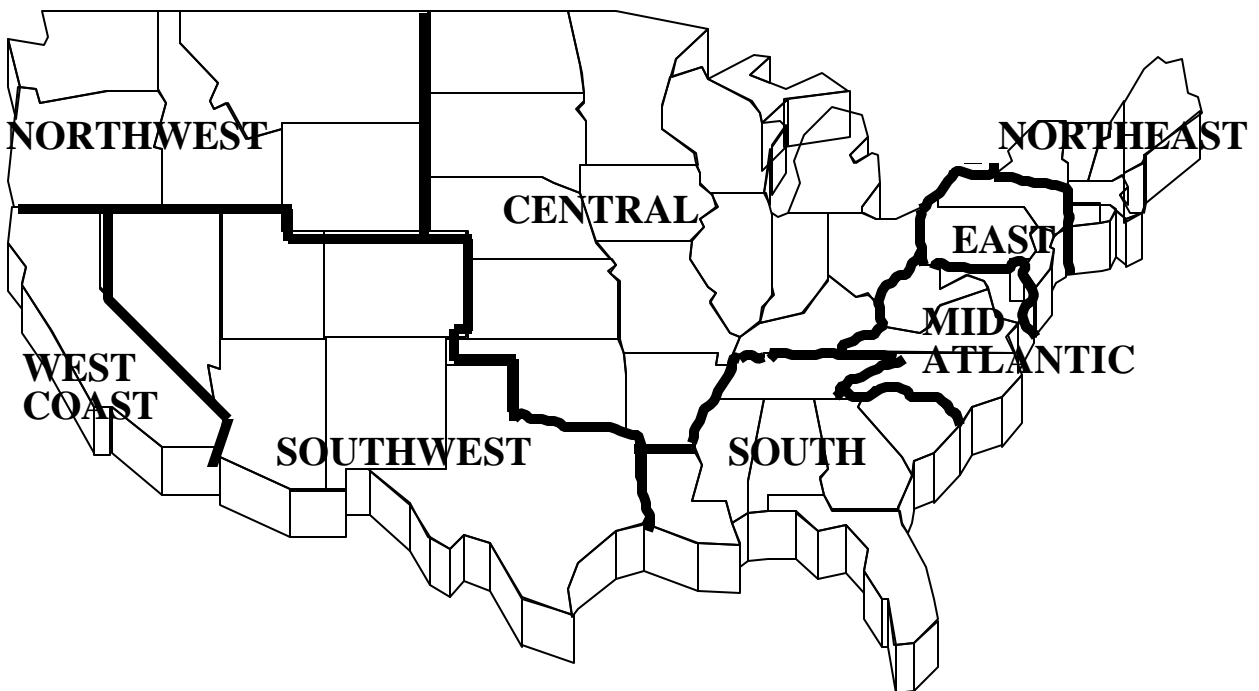
<u>Time</u> (hrs)	<u>Distance (miles)</u>			
	<u>0-59</u>	<u>60-89</u>	<u>90-120</u>	<u>+120</u>
1	8	7	6	5
2	7	6	5	4
3	6	5	4	3
4	5	4	3	2
+4	4	3	2	1

* Select one response based on nearest urban area. For the purposes of this matrix, an urban area has a population in excess of 100,000 people. Because of their size, urban areas offer the terrorist a safe haven conducive to conducting operations on adjacent military targets. Discuss how distance or close proximity will affect contingency planning.

THREAT CONSIDERATIONS:

7. Area Social Environment (8 points) (refer to map below)

- ☐ West Coast and OCONUS (8 points)
- ☐ East (6 points)
- ☐ Southwest (4 points)
- ☐ South, Northwest, Central, Northeast and Mid-Atlantic (2 points)



COMMENTS: Points are awarded based on historical data gathered on terrorist activity by geographic region. Special attention should be given to monitoring social unrest and terrorist activity in the local area.

THREAT CONSIDERATIONS:

8. Proximity to Borders (8 points)

(a) Mexican Border

- ___ 0-100 miles (8 points)
- ___ 101-500 miles (6 points)
- ___ Over 500 miles (2 points)

(b) Canadian Border

- ___ 0-100 miles (6 points)
- ___ 101-500 miles (4 points)
- ___ Over 500 miles (2 points)

COMMENTS: CONUS use closest border only; OCONUS assess maximum point value.

THREAT CONSIDERATIONS:

Four (4) points are assessed for proximity to Cuba.

9. Routes of Access/Egress (8 points)

(a) Roads

- ___ Freeways (3 points)
- ___ Improved Roads (2 points)
- ___ Secondary Roads (1 point)

(b) Airfields

- ___ Useable by high performance (jet) aircraft (3 points)
- ___ Useable by low performance (prop) aircraft (2 points)
- ___ Useable by small fixed wing/rotary wing aircraft (1 point)

(c) Waterways

- ___ Navigable (2 points)
 ___ Non-navigable (1 point)
 ___ None (0 points)

COMMENTS: Consideration should be given to these three methods of entering or exiting a facility, both from the terrorist point of view and that of a unit rendering assistance.

THREAT CONSIDERATIONS:

10. Population Density of Installation/Facility (8 points)

<u>Population</u>	<u>Area (square miles)</u>		
	<u>10-100</u>	<u>100-200</u>	<u>200+</u>
50-500	3	2	1
500-2500	6	5	4
2500-5000	8	7	6
5000+	8	8	8

THREAT CONSIDERATIONS: Devices used by terrorists can be easily brought onto the terminal via the high volume of vehicular traffic. Vehicles are not routinely searched prior to entry or upon exit.

11. Terrain (5 points)

- ___ Built up area (5 points)
 ___ Mountainous, forested, or areas conducive to concealment (4 points)
 ___ Open areas (2 points)

COMMENTS: Terrain should be analyzed in conjunction with a review of facility sensitivity, adequacy of barrier fencing and routes of access and egress.

THREAT CONSIDERATIONS:

b. VULNERABILITY TABLE.

<u>Very Low</u>	<u>Low</u>	<u>Medium</u>	<u>High</u>	<u>Very High</u>
0-10 pts	11-30 pts	31-60 pts	61-80 pts	81-100 pts

c. ADDITIONAL REMARKS:

3. Upon completion of the vulnerability determination factor quantification, ensure the document is given a minimum protective marking of "FOR OFFICIAL USE ONLY".

Appendix G

MEMORANDUM OF AGREEMENT BETWEEN MILITARY SEALIFT COMMAND AND THE MILITARY TRAFFIC MANAGEMENT COMMAND

Note: The following MOA was scanned unabridged into Microsoft Word. The MOA was signed in 1983.

This agreement has been prepared in duplicate originals in order to provide a signed original for each command.

A. Objectives. The objectives of this agreement are to:

(1) Define and agree to the services incident to stevedoring and terminal services provided by the Military Traffic Management Command (MTMC) serviced ports on Military Sealift Command (MSC) controlled ships.

(2) Minimize cross billing between MTMC and MSC.

(3) Provide an agreement between MTMC and MSC based on existing JSRs AR 55-182/SECNAVINST 4620.8B/AFR 75-16A and AR 56-15/SECNAVINST 4610.12A/AFR 75-20. In cases of conflict, the JSRs take precedence over the MOA.

B. Cancellation. This agreement supersedes the memorandum or agreement between MSC and MTMC dated 5/6 August 1975.

C. Services Furnished to MSC Controlled Ships. The provisions of AR 55-182/SECNAVINST 4620.8B/AFR 75-16-A will apply at MTMC serviced ports in all cases; however, reimbursement to MTMC by MSC will be limited to the following circumstances and subject to the conditions set forth in paragraph F below.

(1) MSC will reimburse MTMC for costs incurred for utilities, loading, or discharging of ships stores and other non-cargo services for MSC Nucleus Ships. Billings for Time-and Voyage Charter Ships will be made directly to the ship operator by MTMC.

(2) MSC will reimburse MTMC for collection from Time and Voyage Charter operators for utilities, loading or discharging of ships' stores, and other non-cargo-services as identified in Enclosure (2) when performed by MTMC for MSC, in those cases where MTMC has been unable to effect collection from the operator within 60 days of the date of billing. MTMC will furnish MSC two complete copies of the billing for which offset is requested. These copies will be annotated to show bills have been submitted to the carrier and that the carrier refused to pay or did not pay within the allotted time.

(3) MSC will reimburse MTMC for detention time in stevedore and terminal operations resulting from fault or failure of a time or voyage charter operator upon presentation or properly signed documents (see paragraph D(4) below). If MSC is unable to recover the reimbursement from the operator, MTMC will refund to MSC the amount initially paid.

(4) MSC will notify MTMC when a vessel is going off charter to determine if MTMC has any outstanding bills due from the operator.

D. Responsibilities.

(1) MTMC is responsible for making the decision that stevedore overtime will be in the best interest of the government and whether the terminal can meet overtime requirements. MSC is responsible for establishing requirements for and requesting cargo related overtime work on a particular ship based on ship itinerary and for funding related stevedore costs. MTMC is responsible for establishing the requirement for overtime work based on cargo RDD, terminal capabilities and customs of the port. When such overtime is determined to be necessary, MTMC is responsible for requesting overtime work of MSC and for funding stevedore costs. The local MSC or MTMC representative, as appropriate, will provide a signed request for overtime work.

(2) When a request for services is made, the MSC representative (or in his absence. The ship's master, mate or senior watch officer) will provide a signed authorization to the MTMC Terminal Commander. Upon completion of work, the Terminal Commander will obtain the signature of the ship's officer acknowledging performance or services. If signature of the ship's representative is unobtainable, a notation will be made of the ship's officer by name and reason for refusal and the local MSC representative will then acknowledge (in writing) the performance of the services.

(3) When a request for services is made to MSC, the MTMC representative will provide a signed authorization. The MSC representative will not provide any services without an authorized signed order.

(4) When detention time is incurred through fault or failure of the ships, its equipment or personnel, such delay will be verified by the MSC representative who will obtain the signature of the

ships master, mate, or senior watch officer. If signature of the ship's representative is unobtainable, a notation will be made of the ship's officer name and reason for refusal. In the absence of an MSC representative, the signature will be obtained, or notation made, by the MTMC representative.

(5) MTMC is responsible for the cost of services in connection with the loading and discharge of cargo as set forth Enclosure (1).

(6) MSC is responsible for the cost of services as set forth in Enclosure (2).

(7) Ship and terminal demurrage and unused shipping space reporting will be accomplished in accordance with the provisions of JSR AR 56-15/SECNAVINST 4610.12A/AFR 75-20.

(8) Ship's offices with MTMC and MSC representatives will inspect ship's holds and/or compartments to ensure that all scuttles have been secured after hatches have been closed.

(9) If the vessel's gear is damaged due to stevedore loading negligence, MTMC will proceed against the stevedore contractor. Any recovery will be remitted to MSC.

E. Terminal Handling cost for MSCVANS. MTMC serviced terminals will perform port-handling services on MSCVANS for the account of the shippers whose cargo is contained in the van. In CONUS ports, the MTMC terminal tariff rates as published will apply. These rates will include costs for receiving, rehandling, transferring, plant maintenance and services, and equipment utilization. The maintenance and repair of MSCVANS will remain a MSC responsibility and shall not be included in the MTMC terminal tariff rates. In overseas ports, contractual Costs computed will be used as a rate basis for determining MSCVAN terminal handling costs.

F. Reimbursement.

(1) Billings will be made by MTMC to applicable MSC subordinate Commands for all MSC cost responsibility items indicated in paragraphs C(1) and (3). Billings for items in paragraph C(2) will be submitted to HQ MSC.

(2) Billings will be on Standard Form 1080 or DA Form 4445-R, *Voucher for Transfer between Appropriation and/or Funds*. Billings will be fully supported and will include detailed data including the date of the services, name of the ship, name of the terminal, hours, rates, and quantities used In computing cost of services, and other appropriate details necessary to substantiate the billing.

(3) There will be no billings for single incident detention time of 20 minutes or less for Time Chartered Ships and 60 minutes or less for the ADMIRAL William M Callaghan.

(4) There will be no billings to MSC for any sailing where total charges are less than \$100, nor will any, single bill be rendered for less than \$100.

(5) MSC will not reject any bills for which the exceptions total less than \$100.

(6) MTMC bills to MSC will be paid as expeditiously as possible with the objective or not exceeding 60 days from time of receipt of valid and correct bills.

G. It is agreed and understood that this agreement:

- (1) Is effective for billing services performed on and after the latest date listed below.
- (2) Applies to MSC controlled ships at MTMC serviced ports.
- (3) Will not be supplemented at any subordinate level.
- (4) May not be cancelled or modified without prior approval of the Headquarters of both MTMC and MSC.
- (5) Shall be reviewed annually by both parties prior to 1 August.
- (6) May be amended only by mutual consent of Commander, Military Traffic Management Command and Commander, Military Sealift Command.

////////SIGNED////////

////////SIGNED////////

JOHN D. BRUEN
Major General, USA
Commanding

W.C. HAMM, JR.
Rear Admiral, U.S. Navy
Deputy

FOR: Military Traffic Management Command

FOR: Military Sealift Command

DATE: 4 February 1983

DATE: April 8 1983

Appendix H

ENCLOSURE 1 TO THE MEMORANDUM OF AGREEMENT BETWEEN MILITARY SEALIFT COMMAND AND THE MILITARY TRAFFIC MANAGEMENT COMMAND

Note: The following enclosure to the MOA was scanned unabridged into Microsoft Word. The MOA was signed in 1983.

Responsibilities of MTMC in Connection With Loading and Discharging MSC Controlled Vessels (Including Miscellaneous Dues, Fees and Charges)

1. Straight-time costs of stevedoring and terminal services including trimming, checking, securing, etc.
2. Overtime differential costs in stevedore and terminal operations when performed for the consideration of the MTMC Terminal.
3. Additional labor required in connection with the operation of ship's heavy lift gear.
4. Overtime differential costs incurred for the two-hour overtime period and the normal longshore workday on the Pacific Coast.
5. Spotting and trimming of booms.
6. Driving of winches.
7. Opening and closing of hatches.
8. All Costs in connection with removal of pontoons, hatch covers and beams from ship to place of rest on the dock and return due to occupancy of deck space by previously loaded military cargo.

9. Dunnage.
10. Dunnaging cargo.
11. Stowing and securing of cargo to the satisfaction of ship's master (including catwalks, if required).
12. Restowing and recurring previously accepted cargo -which has broken loose due to adverse operating conditions such as heavy seas and accidents.
13. Sheathing when not required by the terms of the contract to be furnished by the carrier.
14. Rerigging of ship's cargo handling gear during operations.
15. Heavy-lift equipment other than ship's gear when ordered by the Government for Its own convenience.
16. Shore gear required to load or discharge; i.e., slings, nets, special bridles, conveyors, clam shells, dozers, scoops, etc.
17. Coopering when ship not responsible for damage.
18. Rigging of hatch tents. Blocks to be furnished and installed by the ship.
19. Vapor proof lights required to load or discharge special cargo.
20. Overtime for Customs, Agriculture, or Public Health Officers provided for the convenience of the cargo.
21. Fumigation required solely because of contaminated Government cargo.
22. Miscellaneous dues, fees, and charges for account of cargo services:
 - a. Drayage, storage and warehousing.
 - b. Terminal tariff-handling charges according to the custom of the port.
 - c. Cargo surveyor fees.
 - d. Customs and other fees, dues and/or taxes chargeable to cargo.
 - e. Harbor and quay dues chargeable to cargo based on local tariffs.

- f. Top wharfage assessable on cargo.
 - g. Tonnage assessment on cargo payable to the New York Shipping Association on behalf of the International Longshoremen's Association
 - h. Transportation and travel time of stevedore personnel.
 - i. Documentation of cargo.
- 23. Repairing or replacing hatch boards, reefer plugs or grating damaged or missing as a result of cargo operations.
 - 24. Standby for ships crew to rig heavy lift equipment.
 - 25. Cleaning cargo holds/spaces from which cargo has been removed at MTMC serviced ports.
 - 26. Cleaning and removal of ammunition sheathing upon redelivery of a ship to the owner.

Appendix I

**ENCLOSURE 2 TO THE
MEMORANDUM OF AGREEMENT
BETWEEN
MILITARY SEALIFT COMMAND
AND THE
MILITARY TRAFFIC MANAGEMENT COMMAND**

Note: The following enclosure to the MOA was scanned into Microsoft Word. The MOA was signed in 1983.

**Responsibilities of MSC in Connection
With Cost of Accessories and Other Miscellaneous Services**

1. Utilities and other services required by the ship.
2. Pilotage.
3. Tug hire.
4. Preparing ship for cargo operations, to include:
 - a. Ready ship for stevedoring in all respects prior to time of initial presentation on berth.
 - b. Sheathing to protect heating coils or other installed ship equipment.
 - c. Repairing or replacing hatch boards, reefer plug or grating damaged or missing prior to the commencement of cargo operations.
5. Tallying of mail and/or security cargo by ship's personnel during loading and discharging.
6. Charge for overtime of Customs, Immigration Inspectors, and Public Health Officers incurred incident to embarking/debarking passengers and crew.
7. Dockage and berthage at commercial facilities.
8. Harbor and quay dues chargeable to ship at commercial facilities.
9. Maintenance of winches, ship's booms, and cargo running gear in operable condition.

10. Crew overtime incident to initial breakout/rigging of heavy-lift ship's gear.
11. Crew costs in connection with breasting out.
12. Providing and rigging spark arrestors and ventilator screening when required.
13. Crew Costs In connection -with shifting alongside or between piers.
14. Ballast, including handling costs.
15. All ship's crew overtime and penalty wages except for members of the crew actually performing stevedoring.
- 16 Crew overtime in connection with security watch to include time during cargo operations.
17. Securing for sea Including battening hatches.
18. Costs incident to the loading or discharging or nucleus ship's stores.
19. Noncargo related services ordered by and for the benefit of MSC on time and voyage charter ships.
20. Port handling costs, positioning, local drayage and stevedoring of loaded MSC controlled containers.
21. Procurement maintenance and inventory of lashing gear and special fittings.
22. Overtime differential costs in stevedore and terminal services when performed at the request of MSC for noncargo related services.
23. Line handling.
24. Fireboats, tugs, and pilots when required on a standby basis during ammunition, explosives, or other hazardous cargo handling operations.
25. Insuring that cargo holds/spaces from which cargo has been removed are cleaned when cargo is discharged at other than a MTMC controlled Port. Funding for cleaning under these circumstances is a MSC responsibility.

Appendix J**MEMORANDUM OF AGREEMENT
BETWEEN THE
UNITED STATES MARINE CORPS
AND THE
MILITARY TRAFFIC MANAGEMENT COMMAND**

Note: The following MOA was scanned unabridged into Microsoft Word.

1. Purpose: This Memorandum of Agreement (MOA) between the United States Marine Corps, executive agent for the U. S. Navy, and the Military Traffic Management Command (MTMC) establishes an agreement and procedures for the billing of port handling services for Maritime Prepositioned Ships (MPS) cargo.

2. General: MTMC will charge the Marine Corps and Navy reduced billing rates for port handling services provided in support of Marine Corps and Navy MPS cargo. The basis for the reduced rates will be that the Marine Corps and Navy should not pay for port handling services, such as stevedoring and documentation, which they provide instead of MTMC. As a result, instead of charging the Marine Corps and Navy the billing rates published annually in Department of the Army Circular 55-XX-3, special rates will be developed which recognize the support provided by the Marine Corps and Navy.

3 Billing Rate Development:

(a) MTMC will develop billing rates by cargo commodity import and export that will cover all MPS cargo handled by MTMC during a given fiscal year. These billing rates will consist of the following components:

(1) All stevedoring costs incurred by MTMC for the port handling of MPS cargo on and off railcars, trucks, and waterborne vessels.

(2) All out-of-pocket costs incurred by MTMC to include such items as equipment rental costs, wharfage fees and all other miscellaneous auxiliary cargo services.

(3) MTMC terminal indirect costs to include general and administrative overhead and civil service labor.

(b) The import and export billing rates for each commodity will be computed per measurement ton (MTON) of cargo. Each billing rate will primarily be based upon an average of the historical costs (not to exceed one prior year) of the components listed above incurred by MTMC for past MPS vessels. The historical costs will then be

adjusted to reflect stevedore contracts and terminal indirect costs in effect at the time of billing rate development. These rates will be developed and provided to the Marine Corps before the start of each fiscal year for review, concurrence and acceptance.

4. **Billing Rate Changes:** Billing rates developed using the procedures outlined above will remain valid for the entire fiscal year to which they pertain unless there is a change in the scope of work provided by MTMC to the Marine Corps and Navy or there is a significant change (Plus or minus ten percent) in the contract stevedore costs charged to MTMC. If such changes occur, MTMC, in consultation with the Marine Corps and Navy, reserves the right to review the current billing rates and adjust them to reflect new conditions. The Marine Corps and Navy will be given advance notice of 45 days before any rate changes take effect along with the justification for any changes.

5. **Billing to the Marine Corps and Navy:** The Marine Corps and Navy will be billed separately on a monthly basis by individual service assigned Transportation Account Code (TAC) for all MPS cargo handled in a particular month. The bill will be derived by applying the agreed billing rate per commodity times the measurement tons of cargo handled.

6. **Payment by the Marine Corps and Navy:** Separate port handling billings will be forwarded monthly by MTMC to the proper paying offices for each service involved in this MOA. Each service agrees to pay MP5 billings for port handling services provided by MTMC developed in accordance with the procedures outlined above.

7. **Implementation:** This MOA is effective upon signature of all parties concerned. It will be amended or terminated by mutual written consent.

////////SIGNED//////// 25 June 87 //////////SIGNED//////// 25 June 87

Edward Honor
Major General, USA
Commanding

J. J. Went
Lieutenant General, USMC
Deputy Chief of Staff for
Installation and Logistics

Appendix K

MEMORANDUM OF AGREEMENT BETWEEN THE UNITED STATES FORCES COMMAND AND THE MILITARY TRAFFIC MANAGEMENT COMMAND

SUBJECT: Logistical Support at Military Traffic Management Command's (MTMC) Continental United States (CONUS) Seaports .

Note: The following MOA was scanned unabridged into Microsoft Word. Updates from Change 1 have been incorporated into this document.

1. Purpose. This Memorandum of Understanding (MOU) between the MTMC and the United States Army Forces Command (FORSCOM) establishes policies and responsibilities for determining and providing logistical support for the movement of Army unit cargo through CONUS seaports operated by MTMC. It is an umbrella MOU that must be supplemented by specific Intrасervice Support Agreements (ISAs) between supporting and supported commanders at installation/port level. This MOU supersedes MOU dated June 1987, same subject.

2. References and Definitions.

- a. AR 55-357, Terminal Facilities Guide United States Army.
- b. AR 220-10, Preparation for Overseas Movement of Units.
- c. AR 5-9, Intrасervice Support Installation Area Coordination.
- d. AR 55-292, Planning for and Operation of Staging Facilities in Continental United States.
- e. ~~DOD Directive 5160.53, Precise Time and Interval (PTTC) Planning Coordination and Control.~~
- f. DODI 4000.19, Interservice and Intragovernmental Support.
- g. DOD 4500.32-R, Military Standard Transportation and Movement Procedures (MILSTAMP).
- h. FORSCOM Mobilization and Deployment Planning System (FORMDEPS).
- i. FORSCOM/ARNG Reg 55-1, Unit Movement Planning.

j. Applicable Technical Manuals (TM).

k. MTMC Reg 56-69, Surface Transportation Terminal Operations.

l. MTMCR 1-4, Administration-Agreements.

m. Definitions are ~~enclosed~~ at Enclosure 1.

3. Background. Although AR 220-10 provides general guidance for logistical operations at MTMC-operated seaports, MTMC is not manned to provide all logistical support needed by deploying units. Therefore, it is necessary to supplement AR 220-10 with this MOU, which provides for the augmentation of MTMC units by FORSCOM-designated supporting installations to prepare, secure, and move Army cargo through military ocean terminals and commercial seaports.

4. Policy. This MOU applies to all CONUS seaports operated by MTMC for the throughput of Army unit cargo and to installations identified by FORSCOM to provide augmentation. It is applicable to exercises as well as contingency operations. It will remain in effect after a national emergency or mobilization is declared.

5. General.

a. The throughput of unit cargo at CONUS seaports operated by MTMC involves functions that exceed MTMC's organic or contractual capabilities. FORSCOM provides those unique resources that are not available elsewhere. This MOU describes general logistical support requirements in a seaport for which augmentation is required. FORSCOM will task installations to provide Port Support Activity (PSA) personnel organized to support the deploying/redeploying force. The installation supporting this requirement will designate an Officer in Charge of the PSA task force. This officer will be under the operational control of MTMC's Port Commander in Direct Support of the Port Manager. The PSA is an organization of flexible structure depending upon type of units deploying through the port at any given time. The PSA ensures that the equipment of deploying units is ready to load and operates unique equipment in conjunction with ship loading operations. It provides the required security for classified, and protected cargoes. It supports deployment and redeployment activities as required. PSAs will not, as a rule, be established to support services other than the Army. However, support can be requested and will be addressed on a case-by-case basis. PSA functions may include but are not limited to the following:

(1) Providing backup organizational and limited direct support maintenance support to deploying units. Priority of support should go to repairs that can be accomplished in 2 hours or less. For more extensive repair requirements, decisions to repair or deploy with deficiencies will be made jointly by the PSA and deploying unit. Provide common repair parts to support this maintenance policy to preclude depleting deploying unit's Prescribed Load List (PLL) and/or Authorized Stockage List (ASL) as much as possible.

(2) Making final correction of Preparation for Overseas Movement (POM)

deficiencies.

- (3) Operating unique unit equipment.
- (4) Servicing fly-in aircraft including traffic control, fire protection, defueling, and disassembly.
- (5) Providing adequate guard forces to protect classified and protected unit equipment/cargo as stipulated in negotiated ISAs.

b. This MOU will form the basis for the preparation of an ISA by the FORSCOM-designated supporting installation and the MTMC port command. The ISA will become a part of the MTMC Terminal Battlebook and the supporting installation's mobilization/deployment support plans. The ISA will describe required augmentation by port under the scenarios specified by the MTMC Port ~~Commander~~ Manager, i.e., exercises, contingencies, and significant OPLAN deployments.

6. Logistical Support Responsibilities.

a. MTMC as Single Port Manager will:

(1) Designate Seaports of Embarkation (SPOEs) and provide port calls to deploying units IAW AR 220-10. Additionally, will provide supporting installations information copies of all port calls issued to units scheduled to deploy through assigned SPOEs.

(2) Ensure ISAs developed between MTMC Port ~~Commanders~~ Managers and FORSCOM supporting installation commanders include a general listing of support requirements for the PSA (i.e., mechanics, drivers, security forces, etc.) under likely mission scenarios.

(3) Ensure the MTMC Port ~~Commanders~~ Managers coordinate with the FORSCOM designated installation commanders for the administrative and logistical support of the PSA and other transient unit personnel involved in port operations. This provision expressly excludes responsibilities for personnel involved in marshaling area activity. Funding for PSA support costs remains a FORSCOM responsibility except when supporting non-Army units. If supporting non-Army units, FORSCOM is authorized to receive reimbursement.

(4) Ensure the port ~~commander~~ manager at military and commercial ocean terminals provides all support required for the conduct of terminal operations.

(5) In coordination with the Military Sealift Command, determine the number of passenger spaces available for supercargoes. MTMC will notify FORSCOM and deploying installation via port call of the available spaces.

b. FORSCOM will:

(1) Provide the logistical support, in coordination with U. S. Army Training and Doctrine Command (TRADOC), for deploying units that are designated to occupy marshaling areas outside a military ocean terminal or commercial terminal.

(2) Tailor the PSA capability, in coordination with TRADOC, to support deploying units.

(3) Identify and publish, in FORSCOM ARNG Reg 55-1, a listing of support installations which will provide PSA support at assigned SPOEs during exercises and contingencies.

(4) Ensure the FORSCOM-designated installations coordinate with MTMC Port ~~Commanders~~ Managers for administrative and logistical support of the PSA and other transient unit personnel involved in port operations. Funding for PSA support costs remain a FORSCOM responsibility except when supporting non-Army units. If supporting non-Army units, FORSCOM is authorized to receive reimbursement.

(5) Ensure that communications and liaison are established between the SPOE, the marshaling area at or near the SPOE, and the supporting installation to facilitate smooth arrival of units and/or non-unit related personnel in the port area.

(6) Document PSA procedures in FORMDEPS and FORSCOWARNG Reg 55-1.

c. FORSCOM units will comply with deployment instructions contained in port call messages calling equipment forward to the SPOEs.

7. Effective Date, Termination, and Review. This memorandum is effective upon signature by both FORSCOM and MTMC and will remain in effect until superseded or terminated by mutual agreement. The provisions of the MOU will be reviewed annually. The Offices of Primary Responsibility are ~~MTMC/MTPL RD, DSN 761-9480 (Maj Idell)~~ MTMC/MTOP-PLR, DSN 761-9480 (CPT Peters), and ~~FORSCOM/AFOP-OCS~~ FORSCOM/AFLG-P2L-T, DSN 367-7001 (Ms. Lipcomb).

8. Upon signature this agreement will become an attachment to the USTRANSCOM/USACOM Command Arrangements Agreement (CAA).

SIGNED
MARIO F. MONTERO, JR.
Major General, USA
Commanding
Military Traffic Management Command
Date: 25 Nov 96

SIGNED
GEORGE A. FISHER, JR.
Lieutenant General, USA
Chief of Staff
U. S. Army Forces Command
Date: 17 Dec 96

Encl
As

DEFINITIONS

Classified Matter	Official Information or matter in any form or of any nature that requires protection in the interest of national security.
Controlled Cargo (See Protected Cargo)	Items which require additional control and security as prescribed in various regulations and statutes. Controlled items include money, negotiable instruments, narcotics, registered mail, precious metal, alloys, ethyl alcohol and drug abuse items.
Marshaling Area	The final en-route location for unit equipment to be configured for overseas movement prior to entering the port staging area. The marshaling area will be designated by and is under the control of the supporting installation. The supporting installation will inform the MTMC Port Commander <u>Manager</u> of the designated marshaling area so as to facilitate planning for the call forward of equipment. Where marshaling areas can be identified in advance, their location will be included in the ISA.
Pilferable (See Protected Cargo)	Items which are vulnerable to theft because of their ready resale potential. Pilferable items include cigarettes, cameras, alcoholic beverages, electronic equipment, etc.
Port Support Activity (PSA)	The PSA is a temporary organization composed of personnel provided by the supporting installation designated by FORSCOM to augment the forces of the MTMC Port Commander <u>Manager</u> in performing the mission of preparing, and moving Army equipment through ocean terminals under specified exercise, contingency, or wartime conditions.
Port Staging Area	An area within the port designated by the MTMC Port Commander <u>Manager</u> to organize unit equipment preparatory to

Protective Cargo	loading aboard a ship. Those items designated as having characteristics that require that they be identified, accounted for, secured safeguarded or handled in a special manner to ensure their safeguard or integrity. Protected cargo is subdivided into controlled, pilferable and sensitive cargo as defined elsewhere alphabetically in this glossary.
Sensitive Cargo (See Protected Cargo)	Small arms, ammunition and explosives (see DOD 5100.76M) which are a definite threat to public safety and can be used by militant, revolutionary, criminal or other elements for civil disturbances, domestic unrest or criminal actions.
Supercargoes	Those personnel designated by a unit to accompany the unit's equipment deploying by sea.
Supporting Installation	An U.S. Army installation that provides Intraservice support, e.g., personnel to man the PSA activity IAW FORSCOM/ARNG Regulation 55-1.

CHANGE 1
MEMORANDUM OF UNDERSTANDING
BETWEEN MILITARY TRAFFIC MANAGEMENT COMMAND
AND
UNITED STATES ARMY FORCES COMMAND

SUBJECT: Change 1, Memorandum of Understanding (MOU) Between the Military Traffic Management Command (MTMC) and U.S. Army Forces Command (FORSCOM)

1. The following changes to the MOU between MTMC and FORSCOM will be implemented and supersede the language in the original MOU. The original MOU remains valid with these changes.
 - a. Page 1, Para 2. e. Delete the DOD Directive 5160.53 as a reference.
 - b. Page 1, Para 2. f. Replace "Intragovernment", with, "Intragovernmental".
 - c. Page 1, Para 2. g. Replace "DOD 4500.32W", with, "DOD 4500.32-W". Add "(MILSTAMP)" at the end of the sentence.
 - d. Page 2, Para 5. a, line 7. Replace "operational control of the MTMCs Port Commander", with, "in Direct Support of MTMCs Port Manager."
 - e. Page 4, Para 7, line 4. Replace "MTMC/MTPL-RD", with, "MTMC/MTOP-PLR." Replace "(Maj Idell)", with, "(CPT Peters)". Replace "FORSCOM/AFOP-OCS" with, "FORSCOM/AFLG-P2L-T".
 - f. General Comment. Throughout the MOU including the Definitions Enclosure 1, change "Port Commander", to "Port Manager".
2. The next scheduled review of this MOU will be completed no later than 3 November 1999.

SIGNED

SARAH E. BROWN
CAPT, SC, USN
Assistant Deputy Chief of Staff

SIGNED

RONALD E. SASSER
COL, OD
Assistant Deputy Chief of Staff for Plans
for Logistics

Appendix L

**MEMORANDUM OF UNDERSTANDING
BETWEEN
UNITED STATES COAST GUARD
AND
MILITARY TRAFFIC MANAGEMENT COMMAND**

Subject: Port Safety and Security

1. Purpose: To ensure coordinated port safety and security support and to facilitate the deployment or mobilization of Armed Forces from domestic seaports of embarkation or "out ports" during a declared national emergency or during contingencies requiring expedited movement of U.S. forces and any accompanying resupply efforts.

2. General:

a. The provisions of this memorandum apply to the safety and security of domestic military and commercial ports used for the movement of Department of Defense (DOD) cargo, in peacetime and in the event of deployment or mobilization.

b. Subject to operational and budgeting constraints, both parties agree to:

(1) Establish and maintain joint communications at Headquarters Military Traffic Management Command (MTMC) and interface at affected ports to expedite the safe and secure movement of cargo through the ports. Where possible, a joint operations center will be established at affected deployment/mobilization ports.

(2) Exchange data on all matters that affect safety and security of the port or the cargo.

(3) Assure mutual participation and interaction of safety and security elements at each affected port.

(4) Perform joint exercising of mutually selected contingency and mobilization plans.

3. Definitions: As used in this memorandum, the following terms are defined:

a. "Captain of the Port (COTP)" is that Coast Guard officer, under the command of a District Commander, designated by the Commandant for the purpose of giving immediate direction to Coast Guard law enforcement activities within an assigned area. COTP enforces the law within their respective areas port safety and security regulations, including, without limitation, regulations for the

protection and security of vessels, harbors, and waterfront facilities; anchorages; security zones; safety zones; and ports and waterways safety (ref: 33 CFR 1.01-30 and 6.01-3).

b. "Maritime Defense Zone (MDZ)" is geographically synonymous with the boundaries of the Coast Guard Atlantic and Pacific Area Commands. Normally activated during national emergencies, the MDZ organizes all USCG resources and activities within the zone under command of a designated Coast Guard Area Commander.

c. "Harbor Defense Commander (HDC)" is that Coast Guard officer who will assume overall operational control of Coast Guard resources and activities within the Maritime Defense Zone Subsector when activated. The HDC will normally be the COTP in each outpost.

d. "Waterfront facility" means all piers, wharves, docks, and similar structures to which vessels may be secured; areas of land, water, or land and water under and in immediate proximity to them; buildings on such structures or contiguous to them and equipment and materials on such structures or in such buildings (ref: 33 CFR 6.01-4).

e. "Security zone" means all areas of land, water, or land and water, which are so designated by the COTP for such time as he deems necessary to prevent damage or injury to any vessel or waterfront facility, to safeguard ports, harbors, territories, or waters of the United States or to secure the observance of the rights and obligations of the United States. (ref: 33 CFR 6.01-5 and 33 CFR 160 & 165).

f. "Safety zone" means a designated water area, shore and water area, or shore area to which, for safety or environmental purposes, access is limited to persons, vehicles, vessels, or objects authorized by the COTP. It may be stationary and described by fixed limits or it may be described as a zone around a vessel in motion. (ref: 33 CFR 160 & 165.05).

g. "Transportation Group/Battalion" means an MTMC designated unit having a mission to provide traffic management, and monitor commercial contracts, for the movement of DOD cargo, including unit equipment, resupply, and retrograde shipments, through designated port facilities, as directed by the MTMC major subordinate command. When reserve units (battalions/brigades) are mobilized, they will activate or augment MTMC Outposts as needed.

h. "Outpost" means a MTMC activity having a mission to plan for and ensure the expeditious movement of DOD sponsored cargo through designated commercial facilities. The mission is accomplished by contract(s) managed by outpost personnel.

L-2

i. "Military port" means a military owned and operated port that provides regular terminal services, such as receipt, processing, staging, loading, and unloading of DOD cargo aboard ships.

4. Responsibilities:

a. MTMC manages the transportation of military cargo to and through military and commercial ports via the Defense Transportation System, and will:

(1) Provide for physical security and safety for all waterfront facilities owned/leased by MTMC and of all cargo within those facilities.

(2) Coordinate with COTP or Harbor Defense Commanders to implement necessary improvements that will enhance safety and security of military and commercial waterfront facilities used by MTMC.

(3) Coordinate with Coast Guard and deploying unit personnel to ensure cargo movement and loading in a safe and secure manner in accordance with applicable laws and exemptions.

(4) Provide the following information to the Coast Guard concerning deployment or mobilization as soon as available:

(a) Identification of deploying unit(s) and itineraries.

(b) Port(s) of embarkation and alternate(s).

(c) Ships to be utilized and estimated tonnage.

(d) Cargo description (include unit basic load ammunition and other sensitive cargo), mode(s) of transportation, routes, and estimated times of arrival.

(e) Battalion/brigade assignment to commercial port(s), estimated and actual arrival at port(s), battalion/brigade commander identification, and waterfront facilities to be occupied.

(f) Description of MTMC safety and security element (military and contract) at each port affected, and identification of element chief.

(g) Access roster to waterfront facilities used by MTMC and description of type of security identification used.

(h) The activation of any Department of Transportation (DOT) exemptions.

(i) Through the Outport Commander, coordinate with the COTP or Harbor Defense Commander in establishing the size and location of commercial port staging areas for deployment or mobilization.

b. The USCG is responsible for enforcement of all applicable federal laws on, under, and over the high seas, coastal ports and waterways subject to the jurisdiction of the United States, has

primary statutory port safety and security responsibility, and through the COTP or Harbor Defense Commander will:

- (1) Coordinate port safety and security support in peacetime and for deployment/mobilization and/or resupply effort.
- (2) Establish and maintain security zones and safety zones as necessary to support processing and movement of military cargo.
- (3) Inspect commercial port facilities leased by MTMC and coordinate with MTMC Outport Commander to implement necessary improvements of the safety and security posture of the facility.
- (4) Inform MTMC on changes in port safety and security status as affects cargo movement/loading.
- (5) Permit rapid vessel loading of cargo, including unit basic load and other sensitive cargo. Supervision will be conducted within provisions of federal law and applicable DOT regulations and exemptions.
- (6) Provide for waterside security at all ports used to transship DOD cargo or deploy military units.
- (7) Ensure that all persons who require access to waterfront facilities possess satisfactory security identification credentials.

5. IMPLEMENTATION:

- a. Provisions of this agreement shall be effective for planning and coordination when signed. On notification to either agency by National Command Authority of an actual deployment or mobilization, HQ MTMC and HQ USCG will transmit implementation direction to their respective subordinate commands.
- b. Information that is necessary to implement the provisions of this MOU will be provided jointly as soon as available and by the fastest available secure means.
- c. Communications will be established between the Coast Guard Command Center and the MTMC Operations Center to implement provisions of this memorandum as a part of the Contingency Response Program for an actual deployment/mobilization or specified jointly undertaken exercises. Communications between the Coast Guard Captain of the Port or Harbor Defense Commander and the military port or Outport Commander will be established immediately on declaration of actual hostilities or jointly conducted exercises for deployment/mobilization.

d. Coast Guard and MTMC safety and security elements shall participate jointly in REFORGER--like deployment exercises as appropriate at selected ports. Additional joint exercises may be undertaken as agreed upon by both parties.

e. The transfer of the Coast Guard to the Department of the Navy in time of war or emergency will not affect the Coast Guard's statutory port safety and security responsibility

f. This memorandum will remain in effect until rescinded by either party.

6. Amendment/Cancellation: This MOU may be revised, amended, or annexed subject to the written consent of both parties. It may be canceled at any time by mutual consent of both parties or by either party upon giving at least 180 days notice to the other party. Any documents resulting from this MOU are to be considered Annexes and are reviewed as part of the annual review cycle.

SIGNED

SIGNED

KENNETH L. PRIVRATSKY
Major General, USA
Military Traffic Management Command
Commanding

ROBERT NORTH
Rear Admiral, USCG
Assistant Commandant
Office of Marine Safety and
Environmental Protection

11 Aug 99
DATE

30 Oct 99
DATE

Appendix M

CONUS SINGLE PORT MANAGER CONCEPT

Reference: HQMTMC Single Port Manager (SPM) Standard Operating Procedure (SOP) 1-98

M-1 The Single Port Manager concept was developed with the overseas theater in mind. The intent was to define MTMC's role in port operations, so the CINC could identify the major players among the many different organizations in theater. This concern does not exist in CONUS because the Deployment Support Command is recognized as the SPM. DSC is the interface with the commercial seaports. However, the relationship between the active terminal commanders and the reserve terminal commanders (supporting our deployment mission) needs clarification.

M-2 The active transportation group commander is the SPM for operations in his/her area of operations and will remain the SPM throughout port operations. When an active Deployment Support Team (DST) opens an expansion port, it will remain in direct support to the reserve terminal unit once the reserve personnel report to the port. The reserve unit will be the Port Operator, but active duty terminal group will retain the title of Single Port Manager and will support the reserve unit (ex. providing necessary technical expertise on stow and manifesting operations) for as long as necessary.

Point of Contact is Mr. Henry Richardson, (757) 878-8584, richardsonh@mtmc.army.mil.

Appendix N

DEPLOYMENT SUPPORT TEAM



STANDARD OPERATING PROCEDURES

PURPOSE

THE PURPOSE OF THIS STANDARD OPERATING PROCEDURE IS TO ASSIST THE PORT COMMANDER IN THE ACTIVATION AND/OR DEACTIVATION OF DEPLOYMENT SUPPORT TEAMS. IT SERVES ONLY AS A GUIDE. AT A MINIMUM, HOWEVER, THE INFORMATION CONTAINED IN THIS SOP SHOULD BE CONTAINED IN ANY SUPPLEMENTAL PUBLICATIONS, PROCEDURES OR GUIDELINES. SUPPLEMENTAL PUBLICATIONS ARE REQUIRED AND SHOULD INCLUDE APPENDICES THAT DISPLAY A MAP OF THE PORT, ALL PERTINENT PORT FACILITY INFORMATION, A DST “HANDOFF” CHECKLIST AND A PORT DEPLOYMENT SUPPORT TEAM ALERT ROSTER.

DEPARTMENT OF THE ARMY
MILITARY TRAFFIC MANAGEMENT COMMAND
HQ, DEPLOYMENT SUPPORT COMMAND
FORT EUSTIS, VIRGINIA 23604

03 Dec 1999

Deployment Support Team
Operating Procedures

	<u>Paragraph</u>
Situation.....	1
Mission.....	2
Execution.....	3
Administrative and Logistics	4
Command and Signal	5

Appendix A - Points of Contact Directory

Appendix B - Designated Equipment, Supplies and Material to be taken to the Port

Appendix C - Deployment Support Team N-HOUR Highlights

Appendix D - Deployment Support Team Hand-off Checklist

Appendix E – Deployment Support Team Baseline Composition

Appendix F – Reference Material

1. SITUATION.

a. General.

(1) The Military Traffic Management Command, Deployment Support Command (MTMC-DSC) terminal operations and facilities will be expanded as quickly as possible, in accordance with pre-existing plans, to support deploying United States Forces.

(2) The Deployment Support Team mission is to quickly open and operate the port in a "hold the fort" mode until the Transportation Terminal Brigade (TTB) arrives or until otherwise relieved.

b. Assumptions.

(1) Necessary legislation and executive orders have been enacted for TTB activation.

(2) Applicable authority and procedures for financial support will be provided.

(3) The Deployment Support Team will be able to be in place within 24 hours beginning at the time of notification.

(4) The MTMC-DSC Public Affairs Office will provide a public affairs specialist to the Port when requested.

(5) A port security Company (PSC) will be requested, as required.

2. MISSION. To coordinate contracts and arrange for port operations in preparation for deployment and if required to be prepared to conduct port activities in support of the expeditious deployment of forces through the Port.

3. EXECUTION.

a. Concept of Operations.

(1) Deployment Support Teams will be deployed in three phases:

(a) Phase I: A cadre of personnel, selected and notified by their division chief, based on the Deployment Support Team's Chief estimate of the magnitude of the exercise/operation.

(b) Phase II: Augmentation from qualified MTMC-DSC personnel. Specific port manpower requirements to be coordinated with Commanders, 597th Trans Gp/596th Trans Gp and HQMTMC-DSC COC based on mission requirement.

(c) Phase III: Augmentation by Reserve Components volunteer personnel on Temporary Tour of Active Duty (TTAD).

(d) NOTE: Phase I consists of 597th/596th Trans Gp personnel. If more personnel are required to accomplish the SPOE mission, the Deployment Support Team Chief will identify this need to the Group Commanders, respectively. If additional personnel are not available to support the mission, the Commander, 597th/596th Trans Gp will notify HQMTMC-DSC of the SPOE personnel shortfall. Required positions (i.e. one team chief, one operations officer, one documentation specialist, one public affairs officer and three cargo specialists) will be identified and HQMTMC-DSC, COC will locate these qualified personnel from MTMC-DSC/TTB assets (thus Phases II and III).

(2) The Deployment Support Team cadre must be at the Port within 24 hours beginning at the time of notification to open the port.

(3) Notification. The MTMC-DSC COC will notify the Commander, 597th/596th Trans Gp designated representative who will notify the Deployment Support Team Chief and Operations Officer.

The Deployment Support Team Operations Officer will activate the Alert Roster. Further, the Operations Officer will contact port support services, as required. Deployment Support Team cadre personnel will be selected and notified by their division chief, based on the Deployment Support Team's Chief estimate of the magnitude of the exercise/operation.. Upon notification Deployment Support Team members will report as directed. If no special instructions are received, personnel will report to designated headquarters building for further instructions.

(4) Preparation and move-out phase.

(a) Upon notification, the Team Chief and Operations Officer will expeditiously notify Deployment Support Team members of the impending possibility of an execute order and provide formal notification of the execute order if required.

(b) Deployment Support Team cadre members (Phase I) will report as directed by the Operations Officer, and bring personal articles to last at least 14 days. These personnel will also bring all issued safety equipment i.e. safety shoes, safety helmet, safety glasses, and personal hearing protection.

(c) Following notification, the Team Chief will confirm his arrangements for the assembly point, billeting, messing and other instructions he deems necessary.

(d) The Team Chief and Operations Officer will move out for the Port to begin activation procedures of the seaport of embarkation (SPOE) and establish the MTMC presence. The Team Chief and Operations Officer will be at the port within 24 hours of notification.

(5) Arrival at the port phase.

(a) The Deployment Support Team members will arrive at the Port 28 hours after notification and the HQMTMC-DSC Command Operations Center (COC) will be notified of the Deployment Support Team's arrival at the port. All Deployment Support Team equipment must be in-place, activated and tested 4 to 6 hours following the arrival of DST.

(b) At N+6 (N-HOUR) the Team Chief will notify/brief Port Authority personnel of the Port activation.

(c) At N+7 (N-HOUR) the Deployment Support Team Chief will evaluate workload manning requirement and notify the Group Commander of any additional manning requirement. If the Commander cannot support the personnel requirement with terminal personnel he will notify HQMTMC-DSC of the port personnel shortfall. Upon notification, HQMTMC-DSC, MTDC-P will notify Phase II Deployment Support Team personnel and subsequently Phase III personnel if required.

(d) Any Phase III Deployment Support Team augmentation personnel (TTAD) will report as directed by the MTMC-DSC Reserve Affairs Division.

(e) TTB Activation. Port operations transfer to the TTB when the TTB Commander arrives and accepts operational control (OPCON). The Deployment Support Team/TTB Transition Procedures Checklist is at Appendix D.

b. Responsibilities: Deployment Support Team Cadre.

(1) Team Chief. DST CADRE

(a) Retain overall responsibility for opening the port and conducting port operations to support the deployment of military forces. Command authority remains with the Deployment Support Team Chief until the TTB Commander arrives and assumes operational control. Further, act as the MTMC Port Commander until properly relieved by the TTB Commander. The senior military member will be the Acting Deployment Support Team Chief if the assigned Deployment Support Team Chief has not arrived in the area of operations (AO) or has to depart the AO.

(b) Expeditiously notify Deployment Support Team members of an impending possibility of an execute order and provide formal notification of the execute order if required.

(c) Ensure the Deployment Support Team members and their assigned equipment arrives at the Port by N+28 and notify HQMTMC-DSC Command Operations Center of the Deployment Support Team arrival.

(d) Assume responsibility for the safety of Deployment Support Team and PSA members. The overall safety of the operation is a major concern.

(e) Assume responsibility for all command and control of the Deployment Support Team members upon their arrival at the AO and until the Deployment Support Team is deactivated.

(f) Provide operational command and control for the PSA assigned to the Port.

(g) By N+28, evaluate workload manning requirement and notify the Commander of any additional manning requirement to include Reserve personnel who may be required.

(h) Maintain contact with the Movement Control Center to ensure visibility between deploying unit and its equipment.

(i) Conduct daily operations meeting to ensure information is provided back to the terminal.

(j) Take such action as necessary to ensure that the Port is ready to fulfill the required Port of Embarkation (POE) mission as directed by MTMC-DSC.

(k) Schedule and meet with the Port Authority Director or his representative, to identify the mission requirements and discuss facilities, staging areas, security and special equipment requirements.

(l) Notify the Chairman of The Port Readiness Committee of the impending operation. This action will provide the Chairman the opportunity to call a special meeting of the members to discuss the mission, intra-agency information, requirements, time constraints, security, public affairs, etc.

(m) Coordinate with the local Port Authority and USCG to assess the present security status and determine additional security requirements. The Port Commander is directly responsible for the security of all DOD cargo transiting the port. If security is not adequate, contact MTMC-DSC to coordinate security for the MTMC operational area.

(n) Establish a line of communication with the TTB Commander to provide information and coordination.

(o) Ensure all safety violations are reported and corrected immediately.

(p) Conduct daily operations/coordination meetings. These meetings should be open to all agencies (DOD, DOT, NCSPA, etc.) with a valid interest in the military operations at the Port.

(q) Assume responsibility for the security of DOD equipment and cargo once accepted on the port from the owning unit.

(r) Coordinate with MSC, USCG, Stevedore Contractor, Department of Agriculture and U.S. Customs Service to ensure the commencement of loading operations upon vessel arrival.

(s) Notify the USCG Captain of the Port, the Local Port Authority Operations Director, local Fire Department and other concerned DOD/DOT officials of any requirement to bring within the port (i.e., staging and loading of any explosive or other dangerous or hazardous cargoes during the operation). Also, comply with all existing regulations.

(t) Prepare for public affairs inquiries on the deployment and the MTMC mission at the port. Keep in mind the need to obtain Public Affairs guidance regarding deployments and coordinate with DSC PAO in advance when time permits.

(u) In coordination with the Group Commander and DSC PAO, act as releasing authority for information to local media (audio-visual, photography, drawings, etc.) regarding the DST's role in the supported operation. Inquiries beyond the Team's scope of responsibility or regional or national interest will be referred to the DSC PAO.

(v) On day one of the operation, assign duty hours for all MTMC personnel.

(w) Assign a military officer to the PSA, as a liaison, prior to their arrival at the port.

(x) Ensure SITREPs are presented at daily operations meetings. Further, ensure SITREPs are forwarded to MTMC-DSC.

(y) Notify port authority of Deployment Support Team's departure.

(z) Furnish HQMTMC-DSC with after-action reports, as required.

(aa) Ensure property book hand receipt validation.

(2) Operations Officer.

(a) Assist the Team Chief in the activation and operation of the port.

(b) Ensure Deployment Support Team cadre members load all predesignated equipment, supplies and material into assigned vehicles for transport to the port.

(c) Coordinate with deploying unit(s) to confirm equipment volume, special lift requirements, hazardous equipment and/or aircraft.

(d) Inform the Port Authority Director of volume and staging requirements.

(e) Take action as necessary to ensure the Department of Defense priority port area is operationally ready to receive, stage, document and load deploying unit's equipment.

(f) Coordinate for necessary equipment, supplies and communication support. Further, ensure equipment is in-place, activated and tested by N+4 (N-HOUR).

(g) Ensure the MTMC Port Operations Building/Area is operationally ready for utilization.

(h) Identify and establish the operational, staging, maintenance, portable latrine, and dumpster locations.

(i) Request that the MTMC-DSC COC notify U.S. Forces Command to provide a Port Support Activity (PSA), as required.

(j) Identify utilization of Port Support Activity (PSA). Determine PSA equipment/manpower requirements to support mission.

(k) Ensure all damages to cargo are accurately documented per DOD 4500.9R, VOLUME II, DTR, Reporting Of Transportation Discrepancies In Shipment, and that all damages are photographed (camera or video) to provide an accurate estimate of the damage.

(l) Ensure safe and efficient operations.

(m) Ensure that the lumber and lashing requirements are identified to begin vessel loading operations. Also request any additional supplies and material required.

(n) Ensure that a processing area is established/operated within the port for reception and preparation of equipment for vessel loading.

(o) Ensure the planning for shiploading and staging of cargo, vehicles and equipment within the port itself.

(p) Ensure accountability of cargo/equipment to include preparation of ship papers, data for required vessel reports, and SITREPS.

(q) Supervise PSA element at both the processing and vessel staging/loading area.

(r) Identify vehicles that are not properly prepared for surface shipment, and assure that maximum equipment consolidation is achieved.

(s) Provide daily situation report (SITREP) to MTMC-DSC.

(t) Draft and issue the PSA-OIC letter.

(u) Ensure cargo is placed in the initial staging area by unit and keep UICs together. Ensure cargo in the vessel staging area is staged by pieces.

(v) Produce a cargo receipt plan for the operation.

(w) Ensure a system is in place to process convoy drivers.

(x) Identify and establish a separate commercial van receiving point.

(y) Ensure Deployment Support Team members know where to report upon arriving at the port.

(z) Ensure utilities are in good working order at the operational site.

(aa) Ensure supplies are available to carry out port operation.

(bb) Ensure Deployment Support Team secures MTMC Port Operations Building, at the port, upon departure.

(cc) Ensure the port has a procedure to process supercargos.

(dd) Ensure that all supercargos are briefed.

(ee) Ensure the Deployment Support Team members identify supplies and equipment needing replacement/repair prior to departing port.

(ff) At the end of an operation, ensure the Deployment Support Team redeploys equipment it deployed with.

(gg) Complete property book hand receipt validation within 15 working days following return from the port. Identify any items of equipment that are damaged or unserviceable prior to departing the port.

(hh) Furnish HQMTMC-DSC with after-action reports, as required.

(ii) Ensure Deployment Support Team Mobile Operations Center (MOC) receives periodic roadability maintenance checks.

(jj) Provide MTMC-DSC, Terminals Division with vessel papers, hazardous cargo list and final stow plan.

c. Coordinating Instructions.

(1) The Deployment Support Team Chief is responsible for all MTMC operations within the port.

(2) Coordinate with Forces Command to form a PSA from designated supporting installation assets.

(3) In the event of a deployment of the U.S. Armed Forces, the Transportation Officers of the respective deploying agencies, through MTMC-DSC, will attempt to procure the required port facilities and services using normal contracting procedures. If however, procurement cannot be obtained in such a manner, under the provisions of Title 46 CFR Part 340, MTMC will request the Secretary of Transportation to obtain priority defense use of the required facilities. Upon authorization by the Secretary, the Planning Order (Service Priority) will be issued by the Maritime Administration (MARAD) as one of two types of National Shipping Authority Orders, depending on the anticipated duration of the need:

(a) A National Service Priority Order (NSPO) for relatively short term "priority" use of facilities and services to accommodate the deployment surge associated with a particular emergency event such as mobilization or;

(b) A National Allocation Order (NAO) to obtain "exclusive" use of facilities and services on a continuing basis for resupply type activities. In either case, MTMC must demonstrate that the request

is essential to the defense mission and for long-term, exclusive use, must also accept and/or propose terms and conditions for compensating the port.

(c) As a recipient of a NSPO or NAO the port must notify MARAD of any anticipated or actual problems in complying with the order.

(d) The DST Team Chief will ensure that copies of all orders are forwarded to the DSC Deputy Chief of Staff Resource Management in an expeditious manner.

(4) Planning Orders (Service Priority) identify berths, storage space and staging areas to be made available for MTMC in response to a national defense emergency. If adequate facilities cannot be obtained through established commercial procurement procedures, the owner will have an actual Allocation or Service Priority Order in accordance with the terms and conditions agreed upon. Payment will be made by MTMC-DSC, Director of Resource Management, to the owner for both the facilities and services required by the order, as well as for shifting of vessels or transfer of cargo to free needed facilities. Costs will be based on prevailing commercial tariffs or on existing or concluded contracts between MTMC and the owner.

(5) Port Readiness Committee Meeting participation will ensure port operations information and coordination among the members.

(6) The MTMC Port Commander will be responsible for the security of the DOD equipment and cargo once accepted on the port from the owning unit.

(7) DST Team Chief will ensure that copies of all financial documentation is provided to the DSC DSC-RM.

4. ADMINISTRATIVE AND LOGISTICS. Identify facilities available for Military Operations.

5. COMMAND AND SIGNAL.

a. Command.

(1) The Team Chief will carry the title of the Deployment Support Team Commander. Further, upon activation of the port, utilizing the Deployment Support Team, The Deployment Support Team Chief will be designated as MTMC Port Commander.

(2) The MTMC Port Commander is responsible for all MTMC Operations within the port. Assigned, attached, OPCON and supporting elements will follow the orders and directions of the Port Commander to accomplish the SPOE mission.

(3) The Team Chief will be under direct Command of the Commander of the Transportation Group.

(4) The Deployment Support Team Commander will relinquish Command to the Commander of the respective TTB upon unit activation and subsequent arrival at the port.

b. Signal.

(1) The Deployment Support Team Commander and Operations Officer will have a cellular phone in their possession at all times when the team is activated at the port.

(2) The Deployment Support Team Headquarters, Port Support Activity, Movement Control Center and Security Offices will be designated at the time of activation.

DONALD D. PARKER
Brigadier General, U.S. ARMY
Commanding

OFFICIAL:

D. Keith Morrow
Col, TC
DCSOPS

DISTRIBUTION:

596TH Transportation Group
597th Transportation Group

APPENDIX A

POINTS OF CONTACT DIRECTORY

1. EMERGENCY OPERATION CENTERS/COMMAND OPERATION CENTERS/STAFF DUTY OFFICERS

MTMC DEPLOYMENT SUPPORT COMMAND COC

COMM PHONE: (757) 878-8141/7663

DSN: 927-8141/7663

NONSECURE FAX: (757) 878-8890

SECURE FAX: (757) 878-8553

HOURS: 24

596TH TRANSPORTATION GROUP

COMM PHONE: (409) 784-3800

DSN: 259-3800

NONSECURE FAX: (409) 784-3805

SECURE FAX: (409) 784-3855

HOURS: 0730-1700 (CENTRAL STANDARD TIME)

597TH TRANSPORTATION GROUP

COMM PHONE: (910) 457-8622

DSN: 488-8622

NONSECURE FAX: (910) 457-8625

SECURE FAX: (910) 457-8303/8374

HOURS: 0730-1700 (EASTERN STANDARD TIME)

2. NOTIFICATION OF ACCIDENTS

MILITARY TRAFFIC MANAGEMENT COMMAND

DEPLOYMENT SUPPORT COMMAND

ATTN: MTDC-PAL (SAFETY OFFICE)

663 SHEPPARD PLACE

FT. EUSTIS, VA 23604-5078

COMM PHONE: (757) 878-8210

DSN: 927-8210

FAX: (757) 878-8205

UNITED STATES ARMY SAFETY CENTER

COMM PHONE: (334) 255-2660/3410

DSN: 558-2660/3410
FAX: (334) 255-3743

APPENDIX A (Continued)

3. NOTIFICATION OF HAZARDOUS MATERIAL ACCIDENTS

DOD NON-EXPLOSIVE HAZMAT: 1-800-851-8061
(FROM A SHIP): (804) 279-3166 (COLLECT)

DOD CLASS 1 EXPLOSIVE: (703) 697-0218/0219 (COLLECT)

DOD CLASS 7 RADIOACTIVE: (309) 782-3510 (COLLECT)

NATIONAL RESPONSE CENTER: 1-800-424-8802

(FROM A SHIP): (202) 267-2675 (COLLECT)

INTERNATIONAL HAZMAT: 1-804-279-3166

4. SECURITY

MILITARY TRAFFIC MANAGEMENT COMMAND
DEPLOYMENT SUPPORT COMMAND
ATTN: MTDC-OP (OFFICE OF FORCE PROTECTION)
663 SHEPPARD PLACE
FT EUSTIS, VA 23604-5078
COMM PHONE: (757) 878-8416
DSN: 927-8416
FAX: (757) 878-7875

5. LEGAL ASSISTANCE

MILITARY TRAFFIC MANAGEMENT COMMAND
DEPLOYMENT SUPPORT COMMAND
ATTN: MTDC-JA (OFFICE OF STAFF JUDGE ADVOCATE)
663 SHEPPARD PLACE FT EUSTIS, VA 23604-5078
COMM PHONE: (757) 878-8060
DSN: 927-8060
FAX: (757) 878-8065

6. PUBLIC AFFAIRS ASSISTANCE

MILITARY TRAFFIC MANAGEMENT COMMAND
DEPLOYMENT SUPPORT COMMAND
ATTN: MTDC-PA (OFFICE OF PUBLIC AFFAIRS)
663 SHEPPARD PLACE

APPENDIX A (Continued)

FT EUSTIS, VA 23604-5078
COMM PHONE: (757) 878-8050
DSN: 927-8050
FAX: (757) 878-8055

7. MARITIME ADMINISTRATION (MARAD)

U.S. DEPARTMENT OF TRANSPORTATION
MARITIME ADMINISTRATION SUITE 2590
ONE CANAL PLACE
NEW ORLEANS, LA 70130-1580
POC: JAMES MURPHY
COMM PHONE: (504) 589-6556
FAX: (504) 589-6559

APPENDIX B

IDENTIFY EQUIPMENT, SUPPLIES AND MATERIAL TO BE TAKEN TO THE PORT

COMMUNICATION SUPPORT

SYSTEM SUPPORT

SUPPLIES i.e. paper, flashlights, staples, tape, batteries, IMPAC Card etc.

APPENDIX C

DEPLOYMENT SUPPORT TEAM N-HOUR HIGHLIGHTS

THE N-HOUR HIGHLIGHTS ARE BASED UPON THE ASSUMPTION THAT CARGO WILL BE ARRIVING AT THE PORT AND SHIP LOADING WILL TAKE PLACE WITHOUT A TTU BEING PRESENT.

N-HOUR CG NOTIFIES OUTPORT COMMANDER OF RECALL.

N-.5 GP COMMANDER NOTIFIES DEPLOYMENT SUPPORT TEAM CHIEF OF ACTIVATION.

N+1 DEPLOYMENT SUPPORT TEAM CHIEF NOTIFIES REMAINDER OF TEAM.

N+5 DEPLOYMENT SUPPORT TEAM ADVANCE TEAM DEPARTS WITH EQUIPMENT REQUIRED AT DESIGNATED PORT.

N+6 DEPLOYMENT SUPPORT TEAM ADVANCE PARTY ARRIVES AT DESIGNATED PORT AND ACTIVATES FACILITY. NOTIFIES/BRIEFS CIVILIAN PORT PERSONNEL OF ACTIVATION. ALSO NOTIFIES MTMC-DSC, COMMAND OPERATIONS OF ARRIVAL. ESTABLISHES POINTS OF CONTACT WITH DEPLOYING UNITS. PSA NOTIFIED.

N+7 DEPLOYMENT SUPPORT TEAM CHIEF EVALUATES WORKLOAD MANNING REQUIREMENTS. NOTIFIES MAIN PARTY TO DEPART FOR DESIGNATED PORT.

N+8 ALL DEPLOYMENT SUPPORT TEAM EQUIPMENT IN-PLACE, ACTIVATED AND TESTED.

N+10 MAIN BODY DEPLOYMENT SUPPORT TEAM DEPARTS FOR DESIGNATED PORT.

N+11 MAIN BODY DEPLOYMENT SUPPORT TEAM ARRIVES AT DESIGNATED PORT.

N+12 FULLY OPERATIONAL AND READY TO RECEIVE CARGO

APPENDIX D

DEPLOYMENT SUPPORT TEAM HAND-OFF CHECKLIST

EXERCISE/OPERATION:

DATE:

TRANSPORTATION GROUP:

TRANSPORTATION BDE/BN:

S-1 ADMINISTRATIVE

PERSONNEL STATUS

MEDICAL PROCEDURES

FAX MACHINE/SUPPLIES/MAINTENANCE

COPIER SUPPLIES/MAINTENANCE

PHONES/PHONE NUMBERS/MAINTENANCE

PAO

GENERAL/VIPS

POC

POC

APPENDIX D (Continued)

DEPLOYMENT SUPPORT TEAM HAND-OFF CHECKLIST

EXERCISE/OPERATION:

DATE:

TRANSPORTATION GROUP:

TRANSPORTATION BDE/BN:

S-2 SAFETY AND SECURITY

SECURITY DETACHMENT

SAFETY RISK ASSESSMENT PLAN/UPDATE

FIRE PROCEDURES

POLICE SUPPORT/PHONE NUMBERS

PORT SECURITY PLAN/UPDATE

THREAT ASSESSMENT

WATERSIDE SECURITY

SHORESIDE SECURITY

RAIL/VESSEL SECURITY

OFF-PORT SECURITY

OFF-LIMITS ESTABLISHMENTS

BADGING PROCEDURES

VEHICLE PASSES

POC

POC

APPENDIX D (Continued)

DEPLOYMENT SUPPORT TEAM HAND-OFF CHECKLIST

EXERCISE/OPERATION:

DATE:

TRANSPORTATION GROUP:

TRANSPORTATION BDE/BN:

S-3 OPERATIONS

OP ORDER/UPDATE

DSB COORDINATION

SECURITY DETACHMENT

TOC STATUS

DUTY LOG

STATE PORTS STATUS

RAILROAD STATUS

COMMERCIAL TRUCK STATUS

MSC STATUS

COAST GUARD STATUS

CONTRACTOR STATUS

PORT CALL

PRE-STOW

CARGO DOC STATUS/AUEL

PORT WAIVERS

POC

POC
APPENDIX D (Continued)

DEPLOYMENT SUPPORT TEAM HAND-OFF CHECKLIST

EXERCISE/OPERATION:

DATE:

TRANSPORTATION GROUP:

TRANSPORTATION BDE/BN:

S-3 OPERATIONS (Continued)

HAZARDOUS CARGO STATUS

STAGING AREAS

REVIEW OF SOP'S/CONOPS/DEPLOYING FORCES PLANS

WPS

VESSEL OPERATIONS PLAN/VESSEL STATUS

PSA

POC

POC

APPENDIX D (Continued)

DEPLOYMENT SUPPORT TEAM HAND-OFF CHECKLIST

EXERCISE/OPERATION:

DATE:

TRANSPORTATION GROUP:

TRANSPORTATION BDE/BN:

S-4 LOGISTICS AND MAINTENANCE

FACILITIES TURNOVER (KEYS)

FACILITIES LAYOUT

COMMUNICATIONS

OFFICE EQUIPMENT

WPS EQUIPMENT

CODES EQUIPMENT

LODGING

TRANSPORTATION

MEALS

LAUNDRY

MAIL

FUEL

WATER

ICE

POC

POC

APPENDIX D (Continued)

DEPLOYMENT SUPPORT TEAM HAND-OFF CHECKLIST

EXERCISE/OPERATION:

DATE:

TRANSPORTATION GROUP:

TRANSPORTATION BDE/BN:

S-4 LOGISTICS AND MAINTENANCE (Continued)

CONTRACTING/LOCAL PURCHASE

LATRINE/PORT-A-LETS

FUNDING ISSUE/STATUS

POC

POC

APPENDIX E

DEPLOYMENT SUPPORT TEAM BASELINE COMPOSITION

<u>COMMAND AND CONTROL</u>	<u>STATUS</u>	<u>MINIMUM # OF PERSONNEL</u>
TEAM CHIEF	MIL/CIV	1
NCOIC	MIL	1
<i>TECHNICAL SUPPORT</i>		
CONTRACT OFFICER	CIV	1
COMMO SUPPORT ADP SYS SUPPORT	CIV	2
<i>OPERATIONAL SUPPORT</i>		
OPERATIONS OFFICER	MIL/CIV	1
HAZMAT/AMMO SP	MIL/CIV	1
FREIGHT MOVEMENT SPECIALIST	CIV	2
MARINE CARGO SPECIALIST	MIL/CIV	2
<i>DOCUMENTATION</i>		
CARGO DOCUMENTATION SP	CIV	4
<u>PUBLIC AFFAIRS SUPPORT</u>	CIV/MIL	1
<u>FORCE PROTECTION</u>	CIV/MIL	1

NOTE: NUMBERS REFLECT MINIMUM PERSONNEL NECESSARY AND ARE SUBJECT TO CHANGE BASED ON OPERATIONAL/PORT COMMANDER REQUIREMENTS

APPENDIX F

REFERENCE MATERIAL

<u>NUMBER</u>	<u>TITLE</u>	<u>RESPONSIBLE SECTION</u>
DOD 4500.9 V II & III	DEFENSE TRAFFIC REGULATION	CARGO DOC
AR 190-14	CARRYING OF FIREARMS AND USE OF FORCE FOR LAW ENFORCEMENT	SECURITY
AR 380-5	DEPARTMENT OF ARMY INFORMATION SECURITY PROGRAM	SECURITY
DOD 4500.32-R	MILITARY STANDARD TRANSPORTATION AND MOVEMENT PROCEDURES (MILSTAMP)	CARGO DOC
DOT-E 3498	DEPARTMENT OF TRANSPORTATION HAZARDOUS MATERIAL REGULATIONS	SAFETY
FAR	FEDERAL ACQUISITION REGULATION	CONTRACTING
FORSCOM REG 55-1	UNIT MOVEMENT PLANNING	
MTMC REG 37-10	CONTRACT PAY	COR
MTMC REG 56-69	TERMINAL OPERATIONS	CARGO OPS
MTMC REG 525-8	EXERCISE AND CONTINGENCY MANAGEMENT	OPERATIONS
TB 55-46-1	STANDARD CHARACTERISTICS (DIMENSIONS, WEIGHT & CUBE) FOR TRANSPORTABILITY OF MILITARY VEHICLES AND OTHER OUTSIZE/ OVERWEIGHT EQUIPMENT (IN TOE LINE ITEM # SEQUENCE)	CARGO DOC

29 CFR	LABOR	SAFETY
33 CFR	NAVIGATION AND NAVIGABLE WATERS	SAFETY
40 CFR APPENDIX F (Continued)	PROTECTION OF ENVIRONMENT	SAFETY
46 CFR	QUALITY ASSURANCE	CONTRACTING
49 CFR	TRANSPORTATION TR MANAG SPEC	MAR CGO SPEC
COMMANDANT INSTRUCTION M16000 SERIES	USCG MARINE SAFETY MANUAL VOL. 2 – MATERIAL INSPECTION VOL. 6 – PORTS AND WATERWAYS	SAFETY

REFERENCE MATERIAL

<u>NUMBER</u>	<u>TITLE</u>	<u>RESPONSIBLE SECTION</u>
	INTERNATIONAL MARITIME DANGEROUS GOODS (IMDG)	MAR CGO SPEC
	WPS END USER MANUALS	CARGO DOC
	WPS SA MANUAL	SYS ADMIN

Appendix O

TRAINING

O-1 The ATRRS (Army Training Requirements and Resources System) Database is used to obtain transportation class schedules and to reserve class slots. ATRRS is available at the DSC, 596th Transportation Group, and (shortly) at the 597th Transportation Group.

O-2 The training officers listed below, at these locations can assist you in securing training for yourself, your employees, and for military/civilian personnel who will soon transition into your command. Your staff can recommend the appropriate training.

Training points of contact:

DSC, Mr. Brooks Miott, miottb@mtmc.army.mil, (757) 878-8035

596th Transportation Group, SSG Pablo Fernandez, fernandezp@mtmc.army.mil, (409) 784-3853.

597th Transportation Group, Ms. Rosa Joyner, joyner@mtmc.army.mil, (910) 457-8531.

Appendix P

UNIT MOVES

Note #1 This appendix was drafted by LTC (retired) Goldstein, while working as a contractor for HQMTMC. The document was drafted on 27 August 99.

Note #2 The wiring diagrams are numbered 1-13. Although the information in the paragraphs is depicted in the wiring diagrams, it does not correspond bullet by bullet with the diagrams.

Note #3 For more information on the deployment process, please see the Joint Deployment Training Center webpage at www.jdtc.eustis.army.mil.

P-1. The supported CINC develops the TPFDD that identifies the combat force requirements flow and model/source for strategic lift. Initially, the TPFDD may be built from standard Type Unit Characteristics File (TUCHA). The Army may use AUEL data.

P-2. The Service components refine their portion of the TPFDD, add support forces, and alert units. They identify the specific units that will deploy, along with the deployment data associated with the units. They update TUCHA or standard unit characteristics with more accurate data associated with the deploying units.

The ongoing objective should be to get JOPES Level 4 records to reflect the actual equipment that will deploy (piece counts, weights and dimensions, nested and hazardous cargo).

P-3. The Service components finalize movement requirements in JOPES. Army units transmit Level 4 detail in their DEL. The supporting installation transmits the DEL to FORSCOM's COMPASS system that will update JOPES.

P-4. The installation must also transmit the final DEL or Unit Movement Data to IBS Unit Move Module to provide MTMC DSC with the movement requirement. Army requirements are maintained by an automated feed from TC-ACCIS. Other service requirements may require manual entry by MTMCDSC into IBS. MTMCDSC manually enters the validated movement dates in IBS. (Note: Other services provide information to MTMC manually until TC-AIMS-II is fully fielded to create a standard interface.)

P-5. MTMC provides a cargo offering to MSC using the following procedure.

a. MTMC DSC produces a report from IBS that is similar to a channel report, showing requirements between CONUS and OCONUS ports. If either the Army or other service requirements

are not available through IBS in a timely manner (*which is normally the situation during a crisis*), MTMC DSC may use TPFDD data.

b. MTMC DSC then adds additional requirements about the movement to complete a standard cargo offering and submits the offering to MSC.

P-6. MSC notifies HQMTMC, normally by telephone or e-mail, if the ULNs in question can be supported by MSC controlled shipping. If MSC can not handle the entire requirement, the remaining sealift would be arranged by MTMC.

P-7. For those ULNs that can not be supported with MSC controlled shipping, MTMC directs the ITO to submit an Export Traffic Release Request (ETRR) to the Ocean Cargo Clearance Authority (OCCA). MTMC DSC could also create an ETRR ICW the installation. This process effectively delays ship assignments. It is a different business process to provide liner service for unit movements than to provide MSC controlled shipping and current business rules require the ITO to request the sealift twice. The first request was transmitting the DEL to IBS Unit, the second is the ETRR.

a. The process could be expedited if MTMC DSC was able to pass data from the IBS Unit to IBS Sustainment databases. This can not be done at this time, but the requirement has been identified for the next IBS software release in February '00. Also, TC-AIMS-II has a functional requirement to be able to submit either a DEL or an ETRR to MTMC, but this is a longer term fix.

b. The problem is that Unit Movement Data contained in the DEL is not the same data as required by an ETRR, nor is the process the same. IBS Sustainment receives an ETRR and produces an ETR. IBS Unit receives a DEL and produces a Transportation Control and Movement Document (TCMD). IBS logic must be modified to allow ULN groupings to maintain unit integrity and include a type data code to allow for visibility. Business rules will need to be developed for handling DEL to ETR conversion, obtaining missing data and inserting it into the record, and handling add/change/delete records.

P-8. The OCCA will use the IBS Sustainment Module to find an ocean carrier that meets the requirement, which MSC could not fulfill.

P-9 If there is no scheduled service, the OCCA will forward the requirement to the Joint Traffic Management Office at HQMTMC to conduct special negotiations with industry. Requirements that can not be satisfied are forwarded to the JPAG at USTRANSCOM.

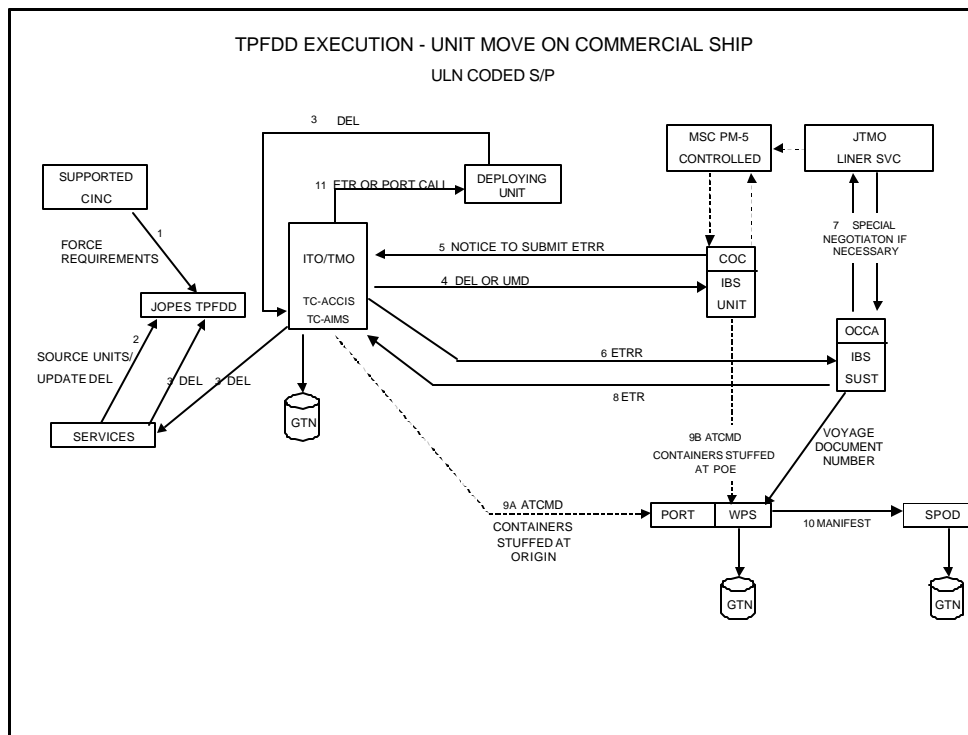
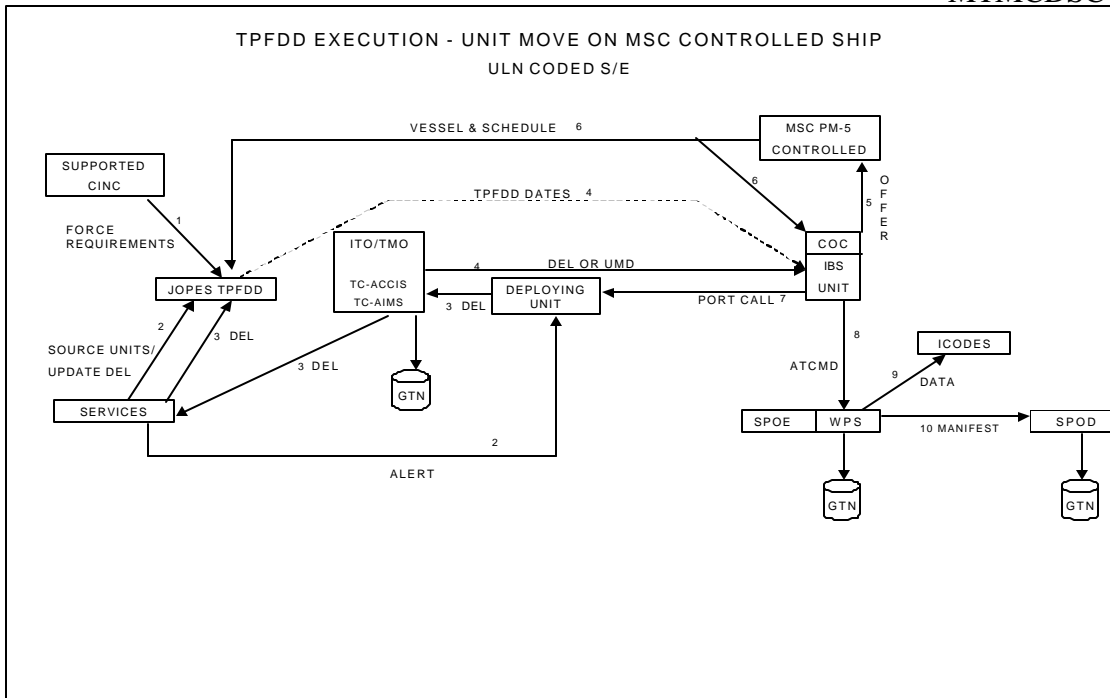
P-10. When commercial service is identified, the OCCA sends an Export Traffic Release to the ITO and notifies the DSC COC. MTMC DSC enters the schedules in JOPES and may issue a port call.

P-11. The ITO informs the deploying unit to prepare for surface movement. This may be either break bulk or container/flatrack. The ITO orders the containers and flatracks for the unit to load at installation and coordinates movement of the cargo to the commercial port. If commercial liner service is utilized, the peculiarities of this type of shipment will manifest themselves at this time because most units are not trained in this process. Preparing for liner container service is different than preparing for MSC breakbulk shipping and TC-ACCIS does not support MILSTAMP documentation standards for container movement.

P-12. Another peculiarity of container movement is the document stream based on where the containers are stuffed.

a. To support MILSTAMP documentation standards for containers stuffed at installation, the ITO must generate MILSTAMP compliant container ATCMDs that include both the container record and content records. TC-ACCIS does not do this; the ITO must do it manually or request MTMC assistance through some offline process. The offline process would normally involve the use of WPS to create the documentation based on container and content data provided by the installation through fax or e-mail. These records are sent to the MTMC port, which is responsible for the military manifesting of the cargo. The MTMC port will use WPS to record and provide ITV of the equipment while in commercial carrier custody.

b. If containers are stuffed at a MTMC location, (which is unlikely), the ITO only needs to process the equipment for breakbulk movement to the port as with any other move. The DEL would have served to preposition the ATCMD at the port. The port will be responsible for creating the container prime and linking the breakbulk records to the container record.



APPENDIX Q

ACRONYMS

In addition to the acronyms listed below, additional information can be obtained from the following web sites:

<http://www.afsc.edu> (select AFSC-Publication 1, and then Appendix O (joint definitions) or Appendix P (joint acronyms and abbreviations))

<http://www.dtic.mil/doctrine/jel/doddict> (DoD dictionary of military terms and acronyms)

www.sarda.army.mil/sard-asb/acronyms.htm (Army acronyms)

<http://www.marad.dot.gov/glossary.html> (MARAD dictionary)

AA - Affirmative Action

AADCG – Airfield Arrival and Departure Control Group

ACI - Automated Carrier Interface

ACO - Administrative Contracting Officer

ACofS - Assistant Chief of Staff

ADAPCP - Alcohol and Drug Abuse Prevention and Control Program

ADCSOPS - Assistant Deputy Chief of Staff for Operations

AI - Artificial Intelligence

AIT - Automatic Identification Technology

ALD – Available to Load Date

AMC - Air Mobility Command

AMEMB - American Embassy

AOR - Area of Responsibility

AR - Army Regulation

ASMP - Army Strategic Mobility Program

ATCMD - Advance Transportation and Control Movement Document

ATTN - Attention

BPA - Blanket Purchase Agreement

C3I - Command, Control, Communications and Intelligence

CADS - Containerized Ammunition Distribution System

CFM - CONUS Freight Management

CFR - Code of Federal Regulations

CHEMTREC - Chemical Transportation Emergency Center

CMB - Cargo Management Branch

COID - Compartment Identification

COML - Commercial

COMPASS - Computerized Movement Planning and Status System

CONOPS - Concept of Operations

COOP - Continuity of Operations

COR - Contracting Officer's Representative

CORM - Cargo Outturn Reconciliation Message

COT - Chief of Transportation
 COTP - Captain of the Port
 CPAC - Civilian Personnel Advisory Center
 CPOC - Civilian Personnel Operations Center
 CPR - Civilian Personnel Regulation
 CRDB - Centralized Regional Data Base
 CTF - Commander Task Force
 CTNR - Container
 DA - Department of the Army
 DAMMS - Department of Army Movements Management System
 DFAS - Defense Finance and Accounting Service
 DFRIF - Defense Freight Railway Interchange Fleet
 DISCOR - Discrepancy in Shipment Cargo Outturn Report
 DISREP - Discrepancy in Shipment Report
 DOC- IC - Document Identifier Code
 DOD - Department of Defense
 DODAAC - Department of Defense Activity Address Code
 DODIC - Department of Defense Identification Code
 DOT - Department of Transportation
 DPM - Direct Procurement Method
 DPOC – Deployable Port Operations Center
 DSB - Deployment Support Brigade
 DSN - Defense Switched Network
 DTR - Defense Traffic Regulation
 DTS - Defense Transportation System
 DTTS - Defense Transportation Tracking System
 EDI - Electronic Data Interchange
 EEO - Equal Employment Opportunity
 EO - Equal Opportunity
 EOC - Emergency Operations Center
 ETA - Estimated Time of Arrival
 ETD - Estimated Time of Departure
 ETR - Export Traffic Release
 ETRR - Export Traffic Release Request
 FAR - Federal Acquisition Regulation
 FAST - Freight Automated Systems for Traffic Management
 FM - Field Manual
 FM - Field Module
 FMS - Financial Management System
 FORSCOM - Forces Command
 FPM - Federal Personnel Manual
 GBL - Government Bill of Lading
 GCCS - Global Command and Control System

GOPAX - Groups Operational Passenger System
 GSA - General Services Administration
 GTN - Global Transportation Network
 GUI - Graphical User Interface
 HAZMAT - Hazardous Material
 HHG - Household Goods
 HNS - Host Nation Support
 HQ - Headquarters
 I.M.P.A.C. - International Merchant Purchase Authorization Card
 IAW - In Accordance With
 IBS - Integrated Booking System
 ICODES - Integrated Computerized Deployment System
 IMA - Individual Mobilization Augmentee
 IMDGC - International Maritime Dangerous Goods Code
 IQ - Intelligent Query
 ISO - International Standards Organization
 ITGBL - International Through Government Bill of Lading
 ITV - In-Transit Visibility
 JCS - Joint Chiefs of Staff
 JOPES - Joint Operational Planning and Execution System
 JTCC - Joint Transportation Component Command
 JTF - Joint Task Force
 LAD - Latest Arrival Date
 LAN - Local Area Network
 LMSR - Large Medium Speed roll-on Roll-Off
 LOLO - Lift-On, Lift-Off
 LOGCAP - Logistics Capabilities
 LOGMARS - Logistics Marking and Reading of Symbols System (obsolete?)
 LRU - Less Release Unit
 MARAD - Maritime Administration
 METT-TC - Mission, Enemy, Troops Available, Terrain, Time, and Civilians
 MHE - Material Handling Equipment
 MHW - Mean High Water
 MI - Military Intelligence
 MILGRP - Military Group
 MILSTAMP - Military Standard Transportation and Movement Procedures
 MILVAN - Military Van
 MLW - Mean Low Water
 MOC - Management of Change
 MOTSU - Military Ocean Terminal, Sunny Point
 MOU - Memorandum of Understanding
 MPOC - Mobile Port Operations Center
 MSC - Military Sealift Command

MTMC - Military Traffic Management Command
 MTMCR - Military Traffic Management Command Regulation
 MTMCTEA - Military Traffic Management Command, Transportation Engineering Agency
 MTON - Measurement Ton
 NAF - Non-Appropriated Fund
 NATO - North Atlantic Treaty Organization
 NEW - Net Explosive Weight
 NLT - Not Later Than
 NSN - National Stock Number
 NTS - Non-Temporary Storage
 OCBO - Ocean Cargo Booking Office
 OCONUS - Outside the Continental United States
 OMB - Office of Management and Budget
 ORM - Other Regulated Material
 OSHA - Occupational Safety and Health Act
 PA - Port Authority
 PAO - Public Affairs Office
 PARC - Principal Assistant Responsible for Contracting
 PAX - Passengers
 PC - Personal Computer
 PCFN - Port Call File Number
 PCO - Procuring Contracting Officer
 PCS/WT/CU - Pieces/Weight/Cube
 POD - Port of Debarkation
 POE - Port of Embarkation
 PPBES - Planning, Programming and Budgeting, and Execution System
 PPE - Personal Protective Equipment
 PPO - Port Planning Order
 PPP- Priority Placement Program
 PSC - Port Security Company
 PSF - Pounds Per Square Foot
 PWS - Performance Work Statement
 R&D - Research & Development
 RCS - Requirement Control Symbol
 RDD - Required Delivery Date
 RG - Rate Guide
 RIF - Reduction in Force
 RMBCS - Rocky Mountain BankCard System
 RORO - Roll-On, Roll-Off
 RSOI - Reception, Staging and Onward Integration
 RU - Release Unit
 S&RTS - Stevedore & Related Terminal Services
 SCAC - Standard Carrier Alpha Code

SIDPERS - Standard Installation/Division Personnel System
 SIR - Serious Incident Report
 SIT - Storage in Transit
 SITREP - Situation Report
 SOP - Standard Operating Procedure
 SPAN - Sunny Point Area Network
 SPM - Single Port Manager
 SPOD - Seaport of Debarkation
 SPOE - Seaport of Embarkation
 SSN - Social Security Number
 STANAG - Standardization Agreement, Standard NATO Agreement
 STON - Short Ton
 T&D - Training and Development
 TAC - Transportation Account Code
 TACOS - The Automated Cargo Offering System
 TAV - Total Asset Visibility
 TB - Technical Bulletin
 TCACCIS - Transportation Coordinator Automated Command & Control Information System
 TC-AIMS - Transportation Coordinator's Automated Information for Movement System
 TCMD - Transportation Control & Movement Document
 TCN - Transportation Control Number
 TDA - Table of Distribution and Allowances
 TDR - Transportation Discrepancy Report
 TEA - Transportation Engineering Agency
 TID - Terminal Inventory Discrepancy
 TO - Transportation Officer
 TOE - Table of Equipment
 TOPS - Transportation Operational Personal Property System
 TP - Transportation Priority
 TPFDD - Time Phased Force Development Document
 TPFDL Time-Phased Force and Deployment List
 TRADOC - Training and Doctrine Command
 TROBn - Transportation Rail Operating Battalion
 TTAD - Temporary Tour of Active Duty
 TTB - Transportation Terminal Battalion
 TTBde – Transportation Terminal Brigade
 TVM - Total Voyage Module
 UB - Unaccompanied Baggage
 UCP - Unified Command Plan
 UE - Unit Equipment
 UFC - Uniform Freight Classification
 UIC - Unit Identification Code
 USAEUR – United States Army Europe

USARPAC – United States Army Pacific
USCENTCOM - United States Central Command
USCG - United States Coast Guard
USNS - United States Naval Ship
VHF - Very High Frequency
WCA - Water Clearance Authority
WG - Wage Grade
WLW - With Load Weight
WPS - Worldwide Port System